



1975-  
1976

TACOMA  
COMMUNITY  
COLLEGE



# TACOMA COMMUNITY COLLEGE

5900 South 12th St.  
Tacoma, Washington 98465  
(756-5000)



## 1975-1976 Catalog

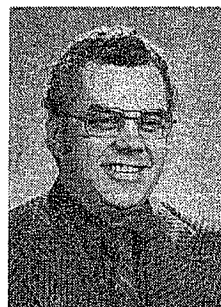
This catalog represents information, policies  
and courses as of February 1, 1975

# BOARD OF TRUSTEES

## Community College District 22



**Robert M. Yamashita**  
 Appointed 1969  
 Vice-Chairman 1973-74  
 Chairman, 1971-72, 1974-75  
 Director, Tacoma  
 Community House



**Lewis C. Hatfield**  
 Appointed 1967, 1973  
 Vice-Chairman, 1974-75  
 Secretary-Treasurer  
 Automotive and Special Services  
 Teamsters Local 461



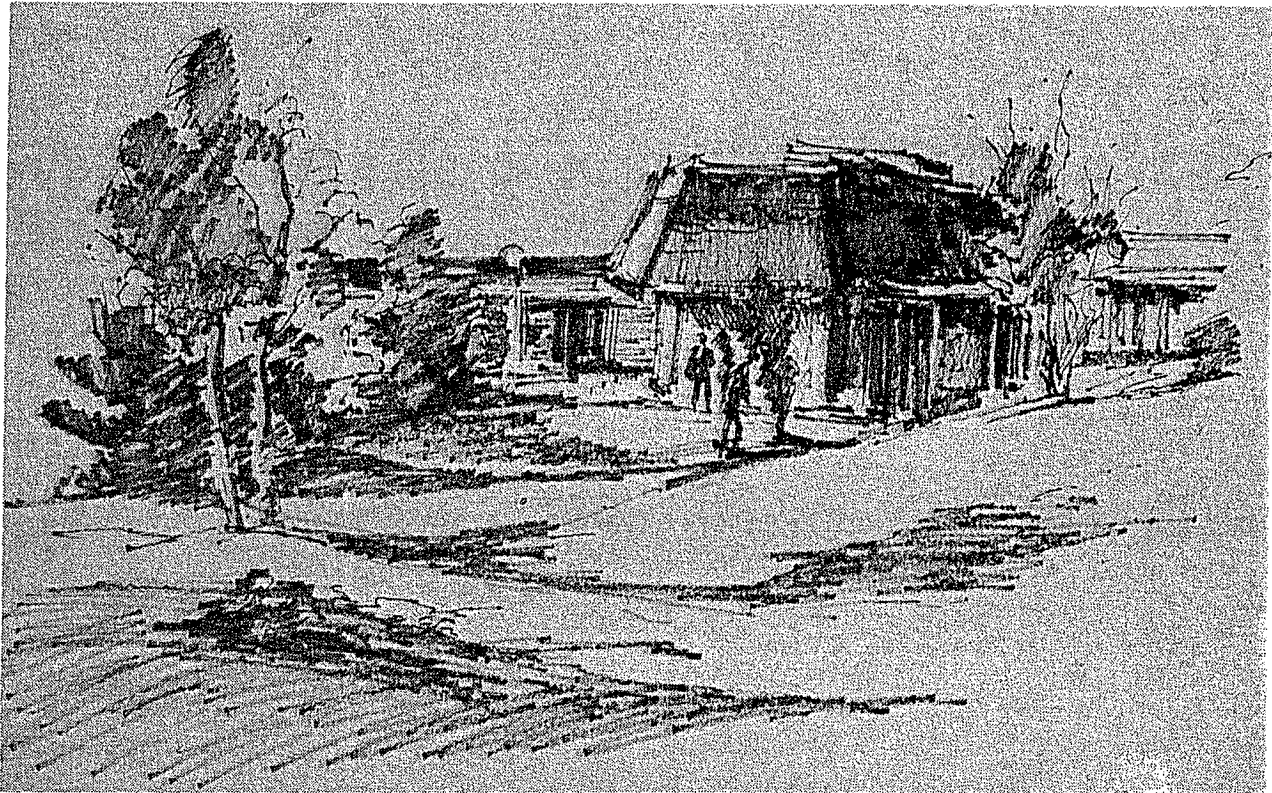
**Donald E. Anderson**  
 Appointed 1970  
 Chairman, 1973-74  
 Weyerhaeuser Company



**Ellen Pinto**  
 Appointed 1974  
 Civic Leader

## COLLEGE ADMINISTRATION

<b>Robert R. Rhule</b>	.....	<b>Acting President</b>
<b>Paul E. Jacobson</b>	.....	<b>Dean of Instruction</b>
<b>Robert C. Lathrop</b>	.....	<b>Dean of Students</b>
<b>Doreen Amoroso</b>	.....	<b>Director of Instructional Resource Center</b>
<b>Carl R. Brown</b>	.....	<b>Personnel Director/ Minority Affairs, Affirmative Action</b>
<b>Donald R. Gangnes</b>	.....	<b>Acting Director of Occupational Education</b>
<b>Joseph H. Kosai</b>	.....	<b>Director of Admissions and Registrar</b>
<b>Barbara K. Sours</b>	.....	<b>Public Information Officer</b>
<b>James A. Call</b>	.....	<b>Business Manager</b>



—“Lecture Hall #8”  
Deanne Lemley  
Pen & Ink

## GOALS OF THE COLLEGE

Tacoma Community College is an integral part of the Washington State Community College system; and the goals of the college, which are consistent with the GOALS OF THE STATE BOARD FOR COMMUNITY COLLEGE EDUCATION, are as follows:

- I. Satisfy the educational goals of students.
- II. Maintain an open door by admitting all applicants within the limits of the law and the resources available to the district in locations reasonably convenient to all community residents.
- III. Offer citizens of the district a comprehensive array of academic, occupational, cultural, and recreational programs.
- IV. Develop and employ approaches to instruction which will result in efficient and effective learning.
- V. Insure that the District functions as an integral part of the community.
- VI. Obtain and make efficient use of human and capital resources.
- VII. Develop procedures which will involve students, faculty, administrators, staff and community representatives in the formation of policies and operating decisions that affect them.
- VIII. Provide an environment and develop procedures through which employees committed to the community college can achieve their professional goals.

# CALENDAR FOR 1975-76\*

## SUMMER QUARTER 1975

June 23	Registration
June 24	Classes Begin
July 4	Independence Day — College Closed
August 22	Quarter Ends

## FALL QUARTER 1975

September 15	Registration Begins
September 22	Classes Begin
October 13	Columbus Day — College Closed
October 27	Veterans Day — College Closed
November 27-28	Thanksgiving Vacation — College Closed
December 8-12	Final Examinations

## WINTER QUARTER 1976

January 2	Winter Quarter Late Registration
January 5	Classes Begin
February 16	Washington's Birthday — College Closed
March 15-19	Final Examinations

## SPRING QUARTER 1976

March 25	Spring Quarter Late Registration
March 29	Classes Begin
May 31	Memorial Day — College Closed
June 7-11	Final Examinations

## SUMMER QUARTER 1976

June 21	Registration
June 22	Classes Begin
July 5	Independence Day Observed — College Closed
August 20	Quarter Ends

\*The above calendar is tentative. If changes are made students will be notified.



## ACCREDITATION

Tacoma Community College is accredited by two agencies: the Washington State Board for Community College Education and the Northwest Association of Secondary and Higher Schools.

## ORGANIZATION AND HISTORY

Tacoma Community College is one of 26 community colleges in the State of Washington. Under terms of the Community College Act of 1967, the college is administered by a board of five trustees who are appointed by the governor. Community College District 22, in which the college is located, is coextensive with the Tacoma and Peninsula school districts. The state system of community colleges is governed by the seven-member State Board for Community College Education.

The Board of Directors of Tacoma School District 10 first applied for authorization to establish a community college in 1961. The revised application was approved in 1963 by the Washington State Board of Education, and the college opened in September, 1965.

The college is located on the west side of the city. Its 150-acre site is bordered by Pearl, Mildred and South 12th and 19th streets. The 21 buildings and 2 portable buildings that presently make up the campus were carefully planned to provide complete student services and to facilitate instructional innovations. Voters of Tacoma School District 10 provided initial construction funds for the college. State matching funds and federal grants have also been used for constructing and equipping the buildings.

The college provides two years of collegiate and adult instruction for the people of the Tacoma-Pierce County area.



—Untitled  
Louis Petersen  
Lino-Reduction Print

## GENERAL INFORMATION

# ADMISSION

The college maintains an open-door policy. Individuals who are high school graduates or who are 18 years of age or older are eligible for admission. Other individuals who are less than 18 years of age are eligible for admission if authorized by agents of their public school districts and the college.

Admission to the college does not constitute enrollment into specific programs. Enrollment in specific instructional programs and courses depends on availability of the instruction and on the student's qualifications.

## APPLICATION PROCEDURES

Students who expect to register for 10 or more credit hours must complete all steps listed below. All other students may complete steps 1 and 2 only. A student who begins with nine or fewer credits and later increases his load to 10 or more credit hours must complete all the steps listed below. In determining tuition and fees, a student who registers for 10 or more credit hours is considered a full-time student.

1. Obtain the "State of Washington Uniform Community College Admission Form." (This form is available from any high school or from the college.)
2. Complete and return copy 1 and 2 of the "State of Washington Uniform Community College Admission Form" with the required \$5 records fee to:  
Business Office  
Tacoma Community College  
5900 South 12th Street  
Tacoma, Washington 98465
3. Send copy 3 of the "State of Washington Uniform Community College Admission Form" to the high school last attended. Advise the high school to forward the information to the college Admissions Office. (Current high school students should arrange to have transcripts sent after completion of grade 12.)
4. If the applicant has attended any other college, transcripts must be mailed directly to the Admissions Office from the previous college (or colleges) attended.
5. Students who expect to register for university-parallel courses are advised to take the Washington Pre-College Test and have the results sent to the TCC Admissions Office.
6. Successful applicants for admission will be notified as soon as possible.

## READMISSION

Students who have previously attended the college may be readmitted upon written request to the Admissions Office.

# REGISTRATION PROCEDURES

Applicants who have been admitted to the college will receive instructions for registration from the Admissions and Records Office prior to the beginning of each quarter.

Each full-time student (10 or more credit hours) is assigned to an academic adviser. Every instructor-adviser at Tacoma Community College works with an assigned group of full-time students. The student is expected to plan his quarterly registration with his academic adviser. He also plans a long-range program with his adviser. Generally, a student works with the same adviser throughout his stay at the college. The assignment of students to an adviser is handled by the Admissions and Records Office.

As part of the registration process, all part-time and full-time students are asked to fill out health inventory cards. These cards are kept on file as a protection to the student in the event a medical emergency should arise.

## CLASS SCHEDULE

The quarterly class schedule is made available by the Records Office approximately one month before the beginning of each quarter. The class schedule indicates the time, place, special fees, and instructor for each class to be offered. Classes are generally offered from 7:30 a.m. to 10 p.m.

## REPEATING A COURSE

A student may repeat a course in which he has received a failing or low passing grade. In computing his cumulative grade point average at Tacoma Community College, the higher grade earned will be used.

## AUDIT POLICY

Students may audit courses by paying the normal tuition and fees. No credits or grades are issued to auditors, but they may participate in all class activities.

## CONCURRENT REGISTRATION WITH OTHER INSTITUTIONS

The college cooperates with numerous educational institutions in developing and offering a wide variety of instructional programs. Under conditions determined by the college administration, individual students may be permitted to take certain off-campus instructional programs for credit. Such programs may include independent study, advanced placement, approved correspondence instruction, vocational and technical training.

# CREDITS AND CREDIT LOAD

## CREDITS AND CREDIT LOAD

The academic year at the college consists of three quarters of approximately 11 weeks each. A credit hour is defined as one class hour each week of the quarter, except for separate credit allowance for laboratory class hours.

Under normal circumstances, taking 15 credits per quarter will permit a student to graduate with an Associate degree after six quarters of study. (See section 10 for physical education requirement.) The academic adviser exercises his professional judgment in approving the student's credit load. In exceptional cases, the academic adviser or the student may request assistance from the Dean of Students in determining credit limitations. Students who are on scholastic probation and students who are filing applications for the Associate degree are advised to check with their academic advisers for specific instructions.

## FULL-TIME STUDENT

In computing tuition and fees, a full-time student is considered one who is registered for 10 or more credit hours. Students should be advised, however, that other agencies, such as the Veterans Administration, consider a full-time student one who is registered 12 or more credits. In addition, students should be aware that normal progress toward a degree requires 15 or more credits per quarter.

## ADVANCED PLACEMENT

Tacoma Community College cooperates with the Educational Testing Service and grants advanced standing and credit to participating high school seniors who have earned scores of 3 or higher. Qualified students should contact the appropriate division or department chairman for specific details. Normal tuition is charged. Participating disciplines include: English, foreign languages, history, and mathematics.

An S grade is awarded in all courses where credit is granted through this procedure.

## CHALLENGING A COURSE

Registered students may receive credit by examination for some courses in the college curriculum. Any student wishing to challenge a course must initiate the procedure with the appropriate department chairman. Students may not challenge activity courses or courses they have taken previously. An examination fee of \$2 per credit hour will be charged for each course challenged. This fee must be paid to the Business Office prior to the examination.

All arrangements, including payment of fees, must be completed within the first 10 class days of each quarter. Applications received later will be processed by the following quarter. A course may ordinarily be challenged by examination only once.

A student who successfully challenges a course will receive an S grade for the course.

## COLLEGE-LEVEL EXAMINATION PROGRAM (C.L.E.P.)

Tacoma Community College participates in the College-Level Examination Program and grants credit for successful scores (45th percentile or above) on C.L.E.P. examinations. For additional details, contact the Admissions and Records Office.

# VETERANS

The Veterans Administration has approved the program offerings at Tacoma Community College for those students eligible for benefits. All payments are made directly to the student and it is his responsibility to make application and file reports as they are due.

Eligible students should be prepared to meet the cost of tuition, books, and fees for the first few weeks of attendance while applications are being processed.

VA educational assistance benefits at Tacoma Community College are approved under the following programs:

Chapter 31: Service connected disabled veterans may be eligible for benefits under the vocational rehabilitation program. Maximum entitlement is 48 months.

Chapter 34: Veterans with 181 or more days of active duty, any part of which was after January 31, 1955, are eligible for educational benefits. Benefits are authorized at the rate of 1½ months of educational assistance for each month of active duty. Maximum entitlement is 36 months.

Chapter 35: Wives, widows, and dependent children of veterans who are considered 100% service disabled, or who have died in-service or from service-connected disabilities may be eligible for educational benefits. Maximum entitlement is 36 months.

All veteran benefits are administered by the Veterans Administration Regional Office, Sixth and Lenora Building, Seattle, Washington, 98121.

Veterans' assistance in filing for benefits and selection of programs may be obtained through the Veterans Adviser's Office located in the Admissions and Records Office or through the campus Office of Veterans Affairs located in the Resource Center.

Resident veterans who have served in Southeast Asia since August 5, 1964, are eligible to receive the Washington State SEA-VET tuition reduction. Eligible veterans are required to pay tuition at the reduced rate of \$7.00



per quarter hour. Veterans requesting the reduced rate must provide verification of service by placing a discharge record (DD 214) on file in the Admissions and Records Office.

## SERVICEMEN'S OPPORTUNITY COLLEGE

Tacoma Community College has officially been designated a "Servicemen's Opportunity College" by the United States Department of Defense and the American Association of Community and Junior Colleges. In recognition of the unique educational problems confronting many military personnel and dependents, a special Associate in Liberal Arts degree program has been established that is compatible with their military assignments.

Active duty personnel interested in joining the Servicemen's Opportunity College program may obtain additional information at local military installation education offices or by contacting the veteran's adviser in the Admissions and Records Office at Tacoma Community College. A brochure outlining the special features included in this program may be obtained at the above offices.

## TUITION

### Quarterly Tuition and Fees for Resident Students:

General Tuition Fee (10 or more credit hours)	\$ 41.50
Operating Fees (10 or more credit hours)	27.00
Services and Activities Fees (10 or more credit hrs.)	14.50
Total	\$ 83.00
Part time fee per credit hour	\$ 8.30

### Quarterly Tuition and Fees for Non-Resident Students\*

General Tuition Fee (10 or more credit hours)	\$131.50
Operating Fees (10 or more credit hours)	81.00
Services and Activities Fees (10 or more credit hrs.)	14.50
Total	\$227.00
Part time fee per credit hour	\$ 22.70

The college reserves the right to require a nonrefundable advance payment of tuition.

\*Non-resident students are those who will not have been domiciled in the State for at least one year prior to the first day of classes for which they have registered. Federal employees both civilian and military, and their children and spouses residing within the State, and staff members of the Community College and their children and spouses are defined under the law as "resident students."

\*Tuition and fee costs are subject to legislative change.

## OTHER COSTS

Special fees will be charged to cover costs in laboratory courses. Nominal charges are made for records handling, program changes, official transcripts, and parking. Additional fees may be charged for individual instruction, student deposits, and other incidentals. Students may purchase textbooks and supplies at the college bookstore.

### A list of special fees follows:

Nonrefundable records fee	\$ 5.00
Nonrefundable advance tuition payment	25.00
Program change (except for drops <b>only</b> )	2.00
Transcripts—first two are free; others	1.00
Accounting 240	\$ 7.50
Allied Health	
Nursing 101, 102, 103	\$ 3.00
Nursing 201, 202, 203	3.00
All Allied Health Clinical Courses	3.00
Art	
Ceramics 201, 202, 203	\$ 5.00
Design 110	4.00
Photography 220, 221	20.00
Printmaking 150, 250, 251	4.00
Sculpture 172, 272, 273, 274	4.00
Business 235 (Independent Study)	\$ 6.00
Course challenges	per credit hour \$ 2.00
Math 114	\$ 6.00
Music lessons (private)	\$50.00
Parking Permit	
For one quarter	\$ 1.50
For fiscal year	4.00
For second vehicle registered to same owner	.50
Reserved areas (annual)	8.00
Physical Education (Nonrefundable)	
Archery	\$ 2.00
Bowling	15.00
Dance	2.00
Golf	8.50
Ice Skating	7.00
Swimming (includes towel fee)	9.00
Tennis	2.00
Towel fee	2.00

Science	
Biology . . . . .	\$ 3.00
Chemistry . . . . .	3.00
Geology . . . . .	3.00
Oceanography . . . . .	3.00
Physics . . . . .	3.00
Tuition Loan	
Under \$35. . . . .	\$ 1.00
\$35-\$99 . . . . .	2.00
\$100 or more . . . . .	3.00

## REFUNDS

If a student withdraws from the college **prior** to the sixth day of instruction in a given quarter, a full refund of tuition and fees will be made. A 50% refund of tuition and fees will be made if a student withdraws from the college between the sixth day of instruction and the thirtieth **calendar** day from the published date for the beginning of a quarter. Refunds are not made for partial reductions in class load.

All refunds are processed through both the Records and Business offices on official college forms. Where exceptional circumstances are involved, the student may request a review by the dean of students.

## GRADING AND GRADE POINTS

The following system of grading and grade point computation is used in reporting and recording academic achievement:

Grade Description	Grade points per registered credit
A Honor . . . . .	4
B Good. . . . .	3
C Average . . . . .	2
D Minimum level of achievement for passing grade. . . . .	1
E Failed to complete minimum requirements . . . . .	0
PW Withdrawal passing . . . . .	0
W Official withdrawal from the course. . . . .	0
I Incomplete. . . . .	0
S Satisfactory (S grades count toward degrees but are not considered in computing grade point averages)	

At the end of each quarter, grade reports are mailed to each student. The college will withhold grades until the student has met all financial and institutional obligations relating to the current quarter.

### INCOMPLETE WORK

An "incomplete" grade may be given only when the student is unable to complete the course work for exceptional reasons. In such cases, the student assumes responsibility for making suitable arrangements with his instructor. "Incomplete" grades remain on students' transcripts if not made up within one year.

## OFFICIAL TRANSCRIPTS

An official transcript is a copy of the student's academic record at Tacoma Community College which has been certified by the Records Office and has the college seal placed over the certifying signature. UPON WRITTEN REQUEST each student may be furnished two official or unofficial transcripts free of charge. For each additional transcript, a fee of \$1 will be charged. (Official transcripts are usually sent directly from the Records Office to the institution designated by the student. Unofficial transcripts are issued only for the student's reference.) Transcripts are not released until the student has met all financial and institutional obligations. (Generally, three working days are required for processing transcript requests.)

## CONFIDENTIAL RECORDS

Under the provisions of Public Law 93-380, a student attending a college has the right to inspect "any and all" official files that relate directly to that student. It is the policy of the college not to release information about present or former students to anyone else except as noted below:

1. When the student provides a written request for a record release.
2. When requested by representatives of state or federal educational agencies.
3. When the information is requested pursuant to a subpoena or court order.

In exceptional circumstances, inquiries should be directed to the dean of students.

# DEGREES

Tacoma Community College grants three degrees: The Associate in Arts and Sciences for completion of a transfer curriculum paralleling the first two years of university study; the Associate in Technical Arts for completion of a combined academic and approved occupational or technical training program; and the Associate in Liberal Arts for completion of a two-year program in general studies or of a two-year program planned to attain a particular educational goal.

General requirements for all degrees are as follows:

1. A cumulative grade point average of 2.00
2. A cumulative grade point average of 2.00 in course work completed at Tacoma Community College.

Specific requirements for each degree are as follows:  
**ASSOCIATE IN ARTS AND SCIENCES.** This degree is awarded on completion of a transfer academic curriculum paralleling the first two years of university study.

- Requirements:
1. 90 quarter hours including a maximum of three physical education activity credits in courses numbered 100 or above. General Education Program courses (G-100 courses) are not accepted.
  2. At least 30 of the last 45 applicable credits must be earned at TCC.
  3. Course requirements for the Associate in Arts and Sciences may be met by completing a program as outlined in either Option A or Option B.

**Option A:**

Distribution requirements:

1. English 101 and 102 . . . . . 10 q.h.
2. Humanities (Not all from one field) . . . . . 20 q.h.
3. Social Science (Not all from one field) . . . . . 20 q.h.
4. Math/Science . . . . . 15 q.h.  
(Must include 5 credits in laboratory science.)
5. Physical education—any 3 activity credits . . . 3 q.h.  
(This requirement may be waived only with the approval of the chairman of the physical education department. Students who are over 25 years of age or who have served more than six months on active duty in the armed forces may obtain a waiver upon written request.)

**Option B:**

The student may meet the first and second year departmental requirements or recommendations of the four-year institution to which he plans to transfer. The student must complete an Option B request form at least two quarters prior to graduation. This form is available from

the dean of students. The student must also supply a copy of the requirements or recommendations published by the four-year institution or a copy of a written recommendation by an undergraduate departmental adviser of the four-year institution.

**ASSOCIATE IN LIBERAL ARTS.** This degree is awarded upon completion of a two-year program in general studies or a two-year program planned to attain a particular educational goal. Technical training may also be applied toward this degree.

(Requirements for this degree differ for military personnel and dependents applying under terms of the Servicemen's Opportunity College agreement. For further information contact the veterans' adviser in the Admissions and Records Office.)

Requirements:

1. 90 quarter hours, including a maximum of three physical education activity credits.
2. At least 30 of the last 45 applicable credits must be earned at Tacoma Community College.
3. ALL TCC CREDITS APPLY EXCEPT THAT NO MORE THAN SIX MAY BE CONTINUING EDUCATION CREDITS (COURSE NUMBERS IN 20's AND 30's.) CONTINUING EDUCATION CREDITS WILL NOT APPLY TOWARD THE DISTRIBUTION REQUIREMENTS SHOWN BELOW.
4. Distribution requirements:
  - a. Two of the following courses, one of which must be in written communications . . . . . 10 q.h.  
 English G100A, G100B, 101, 102, 104  
 Speech G100A, 100, 101, 200
  - b. Humanities . . . . . 10 q.h.
  - c. Social Science . . . . . 10 q.h.
  - d. Math/Science . . . . . 10 q.h.
  - e. Physical education—any 3 activity credits . . . 3 q.h.  
(This requirement may be waived only with the approval of the chairman of the physical education department. Students who are over 25 years of age or who have served more than six months on active duty in the armed forces may obtain a waiver upon written request.)

An application for the Associate in Liberal Arts which does not reflect this distribution must be accompanied by a written statement from the adviser to the Associate Degree Committee justifying exceptions.

**ASSOCIATE IN TECHNICAL ARTS.** This degree is awarded on completion of a combined academic and approved occupational or technical training program.

#### Requirements:

1. 90 quarter hours, including
  - a. a minimum of 45 quarter hours in an approved occupational or technical program;
  - b. the completion of an approved occupational or technical program.
2. A minimum of 15 quarter hours of general instruction at Tacoma Community College. **NO MORE THAN SIX, HOWEVER, MAY BE CONTINUING EDUCATION CREDITS (COURSE NUMBERS IN 20's AND 30's.)**
3. Credits must include at least two of the following courses, one of which must be in written communications:
  - English G100A, G100B, 101, 102, 104
  - Speech G100A, 100, 101, 200
  - Business Correspondence 225
4. Physical education: waived for this degree.

#### ACCEPTANCE OF ASSOCIATE IN ARTS AND SCIENCES

The following four-year institutions have indicated that they will accept Tacoma Community College's Associate in Arts and Sciences degree, Option A, as evidence of successful attainment of junior class standing at the time of initial transfer:

Central Washington State College  
Eastern Washington State College  
Pacific Lutheran University  
Seattle Pacific College  
Seattle University  
St. Martin's College  
University of Puget Sound  
Walla Walla College  
Washington State University  
Western Washington State College

The senior institutions point out, however, that (1) in some cases a course requirement unique to the particular school, e.g. religion, must be taken in the junior year, and (2) requirements of individual departments must still be met.

#### APPLICATION FOR ASSOCIATE DEGREES

Candidates for the Associate degree will need to submit formal applications on forms provided by the College. Each prospective candidate is advised to contact his academic adviser to begin the application procedure. The formal application is initiated by the student, recommended by the academic adviser and processed by the Faculty Committee on Associate Degrees working with the Admissions and Records Office.

#### COMMENCEMENT

Degrees are conferred at the end of each quarter. Commencement ceremonies are held annually near the end of the spring quarter.

## ASSOCIATE DEGREE DISTRIBUTION CLASSIFICATIONS

The following may be used as a guide for students pursuing a program leading to an Associate in Liberal Arts degree or the Associate in Arts and Sciences degree. Specific requirements for these and other college degrees are listed under "Degrees."

Except for Communications (English Composition) and Physical Education requirements, courses not listed as Humanities, Math/Science, or Social Sciences will be classified as "other." "Other" courses may be used to fulfill the 90 total hours requirement but not distribution requirements.

#### HUMANITIES

Art—any course  
Drama—any course  
English—G100c, 201 through 290  
Journalism  
    Newspaper Workshop 100  
    Journalism—201 through 203  
Languages  
    French  
    German  
    Spanish  
Music—any course  
Philosophy—any course  
Speech—any course  
    (Speech G100A, 100, 101 or 200 may be used instead as Communications for A.T.A. and A.L.A. degrees)

## MATH / SCIENCE

Anthropology—201  
Biology—any course  
Business—110  
(for A.L.A. degree only)  
Chemistry—any course  
Engineering—any course  
Forestry—any course  
Geography—205  
Geology—any course  
Mathematics—any course  
(Business Mathematics is not a math course)  
Oceanography—any course  
Philosophy—120  
Physical Science—any course  
Physics—any course

(All the above courses qualify as laboratory science except Business 110, Philosophy 120, Geography 205, Anthropology 201, and the math courses)

## SOCIAL SCIENCES

Accounting—any course  
Anthropology—any course  
Business  
Intro. to Business 101  
Personal Finance 102  
Business Law 200  
Business Corresp. 225  
Business Statistics 256  
Career Development—115  
Criminal Justice  
Intro. to Admin. of Justice 100  
Criminal Law 101  
Criminal Evidence 102  
Theory of Law Enforcement III 203  
Economics—any course  
Education  
Geography—any course  
History—any course  
Human Relations  
Journalism  
The Messengers—Mass Media and Society 209  
The Mass Media and Society 210  
Survey of Radio and Television 250  
Political Science—any course  
Psychology—any course  
Social Science—G100A  
Sociology—any course

# CHANGE OF PROGRAM

Changes in quarterly registration are permitted on the approval of the student's adviser or, in special cases, by the dean of students. All program changes must be made on the Change of Program Request form, which is available at the Records Office. A service fee of \$2 is charged for a change in program initiated by the student. No charge is made for program changes which are initiated by the college or when a student only drops a class.

The Change of Program Request form must be used in making all changes in current registration; for example, adding a class, withdrawing from a class, or substituting one class for another. (Official withdrawal from the college is an entirely separate process.)

BEFORE THE END of the fifth week of class, students who are not making satisfactory academic progress will be notified by their instructors. Students are responsible for discussing the matter with their instructors and advisers.

### WITHDRAWING FROM A COURSE

A student may withdraw from a course with a grade of "W" until the end of the first four weeks of the quarter. Through the remainder of the quarter a student who withdraws from a course may be assigned a grade of "PW" (Passing Withdrawal) or "E." The procedure for withdrawing from a course is outlined in this section.

# SCHOLASTIC PROBATION

### A. Definition and restrictions

Any student whose quarterly earned grade point average falls below 1.5 is automatically placed on scholastic probation and his course load is subject to these restrictions:

1. A student on scholastic probation whose quarterly grade point average is between 1.0 and 1.49 inclusive, may register for no more than 12 quarter hours of course work at his next registration period.
2. A student on scholastic probation whose quarterly grade point average falls below 1.0 may register for a maximum of eight quarter hours of course work at his next registration period.

### **B. Change of Program**

The student on scholastic probation will be so notified at the time he receives his grade report at the end of each quarter. At this time he must meet with his adviser to re-evaluate his course load to conform to the restrictions imposed by the scholastic probation.

### **C. Appeal**

Any student on scholastic probation may be allowed to carry a class-hour load in excess of those imposed by the restrictions, if, in the judgement of his adviser and a counselor, conditions make it advisable for him to do so.

### **D. Termination of course load restrictions**

A student on scholastic probation who earns a 1.5 grade point average or better during any quarter is released from registration restrictions during the following quarter but remains on probation until his cumulative grade point average rises above 1.5.

### **E. Restricted registration**

The student who remains on scholastic probation for three consecutive quarters (excluding summer quarter) will not be eligible for further registration at the college until one quarter has elapsed. The Student Personnel Advisory Council may consider exceptions to this regulation.

## **STUDENT RIGHTS AND RESPONSIBILITIES**

The academic community, by its very nature, places emphasis on individual responsibilities. The necessity to maintain an environment which is conducive to learning and to the free exchange of ideas is commonly accepted.

A document setting forth student rights and responsibilities has been adopted by the Board of Trustees and is published under separate cover. The document is available on reserve in the library. The document provides that any student who interferes with the personal rights or privileges of others or with the educational process of the college is subject to immediate disciplinary action. Acts specifically prohibited include plagiarism; forgery; larceny; possession, use or sale of liquor or narcotic drugs; trespassing; smoking in unauthorized places; assault upon others and destruction of property.

### **DISCIPLINARY ACTIONS**

When in the judgement of the administration, a disciplinary restriction will serve the best interest of the college and the individual's pursuit of education, one of the following actions may be taken:

**DISCIPLINARY WARNING:** Notification to a student that continuation or repetition of a specific violation may result in one of the more serious disciplinary actions.

**DISCIPLINARY PROBATION:** Formal action placing conditions on the student's continued attendance in the college. Such notice will be given in writing and will specify the period of probation and the conditions.

**SUSPENSION:** Temporary dismissal from the college and termination of student status. Such notice will be given in writing and will specify the duration of the suspension and any special conditions which must be met before readmission. Note: No refund of tuition and fees is granted in this case.

**EXPULSION:** Indefinite or permanent dismissal from the college and termination of student status. Final action will be taken by the Board of Trustees, upon the recommendation of the president of the college. Note: No refund of tuition and fees is granted in this case.

Individuals have the right of appeal, and review procedures have been established.

## **WITHDRAWAL FROM COLLEGE**

Any student who finds it necessary to withdraw from the college should do so through one of the counselors. (Counselors are located in Building 5A and faculty buildings.) Withdrawing from the college is an official process which assures the departing student that his college records will accurately reflect the facts relating to his departure. The student who does not officially withdraw, but who merely ceases to attend classes, will be recorded as having failed each course for which he is currently registered. Official withdrawal from the college requires written communication from a counselor to the Records Office. In special cases, official withdrawal may be initiated by the dean of students.

## **CAMPUS PARKING**

All vehicles parked on campus by regular students require a parking permit. Parking permits must be obtained as part of the process of registration. The fee is \$1.50 per quarter or \$4.00 for the academic year.

A permit for a second vehicle registered to the same owner may be obtained for 50 cents. Permits are not transferable. Failure to obtain a permit may result in a fine.

The permit authorizes parking in unrestricted stalls in campus parking lots, subject to available space. The college assumes no liability for theft or damage to vehicles or their contents. Proceeds from parking permits, which are required for faculty and staff as well as students, are used for parking lot improvements.

Parking citations are issued for improper parking and for parking in unauthorized areas, such as driveways, reserve parking stalls, emergency exit areas, and construction areas. Upon receipt of a citation the violator must pay his fine at the Business Office within 72 hours. Copies of parking and traffic regulations are available from the campus security office.

During the academic year regular and frequent bus service is also available to the campus.

## STUDENT SERVICES

### ADVISING

Assistance in academic planning in the selection of courses is available to every student. Instructors advise students in matters relating to the instructional program.

### COLLEGE BOOKSTORE

The bookstore, located in Building 6, carries textbooks for all courses, classroom supplies, and a limited variety of convenience items. Special orders for books may be placed by staff and students. Regular business hours are 7:45 a.m. to 4 p.m. Monday through Friday. Evening hours are 6:30 to 8:30 Tuesdays and Wednesdays.

### COUNSELING

The Student Counseling Center located in Building 5A is for the convenience of all currently enrolled and prospective students of Tacoma Community College. The center has up-to-date information and brochures concerning career planning, transferring to other schools, and other services provided at Tacoma Community College. Vocational aptitude and interest tests are available.

Students are encouraged to visit the center any time between 8 a.m. and 4 p.m. Monday through Friday. Counseling is available during evening hours, 4 to 9 p.m., in Building 15.

Professional counselors are available to assist students with vocational, personal and academic planning. Students who experience difficulties in adjusting to academic work or college life may find it helpful to talk with a counselor. All conferences are confidential and students are free to request the counselor of their choice.

Improvement of the individual's communications skills; social awareness and goal-setting is available through group counseling and human relations classes.

Students seeking special assistance may see a counselor during the day or evening hours. Appointments are encouraged as a convenience to students; however, students should feel free to drop by any time.

Counselors are also available in faculty buildings 9 and 20.

### FINANCIAL AID

This program is designed to aid students who find it difficult or impossible to attend Tacoma Community College without financial assistance. As with admission policies, no student is denied the opportunity for financial aid because of race, color, or creed. The program is not designed for the many students who can attend college on their own or their family resources. Because requests for support greatly exceed the resources available, it is expected that the student and his family will use their own funds first and that aid from Tacoma Community College will be considered supplemental.

#### How is Financial Aid Determined?

Financial Aid is determined by comparing student resources (family contribution, students assets, and summer earnings), as reflected by financial aid application, with the budget for attending Tacoma Community College. An award "package" to cover all or part of the difference between assets and budget is then offered. This package consists of one or more types of aid.

The typical costs for attending Tacoma Community College are as follows:

	Dependent	Independent	Married
Tuition . . . . .	\$250	\$250	\$250
Books . . . . .	180	180	180
Board and Room . . . . .	600	1,400	2,050
Transportation . . . . .	280	280	280
Personal and Miscellaneous . . . . .	450	450	1,000
TOTAL . . . . .	\$1,760	\$2,560	\$3,760

#### How To Apply For Financial Aid

1. Be admitted to the college.
2. For maximum and early consideration, either the Parents' Confidential Statement (PCS) or the Student's Confidential Statement (SCS) must be submitted by June 1.
3. The Parents' Confidential Statement should be completed by the parents of the following applicants:
  - a. Unmarried students who will be under 23 years of age on October 1.
  - b. Married students who have been married less than one year on October 1.
4. The Student's Confidential Statement should be completed by the following applicants:
  - a. Unmarried students who will be older than 23 years of age on October 1.
  - b. Married students having been married for more than one year by October 1.

5. The appropriate College Scholarship Service forms are available from your high school counselor or from the Financial Aid Office on campus.

#### **Notification of Award**

All students are notified as quickly as possible concerning the amount awarded. (If students are not qualified, they are informed of this fact.) First awards are made at the end of July, with later award (or refusal) letters mailed at the end of August. Awards also are made — if funds are available — for students entering winter, spring, and summer quarters.

#### **Employment Opportunities**

1. On campus employment—There are a variety of jobs available on campus. Students are limited to a maximum of 15 hours per week and must be registered for at least 12 credits. Applicants must be in good academic standing and be American citizens or United States nationals.
2. Off-campus employment—Students desiring part-time employment off campus should contact the Financial Aid Office upon completion of their registration.
3. Full-time "Career" Employment for TCC graduates or alumni—The Placement Office in Building 5 will establish credential files for students. This office also invites representatives from business, industry, and government to interview students for career positions.

#### **Basic Educational Opportunity Grants**

This new program provides non-repayable grants to full time students. The grants range from \$50 to \$450 a year.

A separate application is necessary for this program. Applications may be obtained from a high school counselor or the college Financial Aids Office.

#### **Educational Opportunity Grants**

This program provides non-repayable grants to full-time students showing exceptional financial need. These grants may range from \$200 to \$1,000 but cannot exceed one-half of the student's need during the academic year. The remaining half must be "matched" by college employment, National Defense Student Loan, or other aid administered by the college.

#### **National Direct Student Loan**

This program provides long-term, low interest loans for students. Loans are disbursed to borrowers in quarterly installments. No interest on the loan accrues prior to the beginning of repayment. Interest and payments begin nine months after the borrower leaves college. A 3% simple interest rate is charged.

#### **Federally Insured Student Loan**

This program provides loans of up to \$1,500 a year through participating banks, credit unions, and savings and loan associations. The loan is guaranteed by the federal government. Payments begin 10 months after the borrower leaves college. A rate of 7% simple interest is charged.

#### **Institutional Loans**

1. The Tuition Loan Fund has been established to provide 60-day loans to cover part of the registration costs. Since the loan fund is limited, it is often necessary to also limit the amounts of loans.
2. The Emergency Loan Program provides for small loans (maximum \$25) to meet emergency expenses. Repayment must be within thirty days.

#### **Washington State Programs**

1. Washington State Financial Aid Grants—Grants for first-year students, with renewal privileges, are available through the Washington State Council on Higher Education. These grants provide up to one-third of school costs. Students should contact high school counselors or this office for additional information.
2. Washington State Tuition Waivers—According to State Board regulations, community colleges may use three percent of anticipated tuition and fee revenues for waivers for students enrolled in academic and occupational courses. Students enrolled in the High School Completion program may also be eligible. Recipients must be state residents with high financial need.

#### **Special Programs**

1. Law Enforcement Education Grants (LEEP)—The grant program provides funds to cover specific educational expenses for students currently employed in the law enforcement field (Police, Parole, Correction, Courts). This grant is awarded without regard to financial need, but the applicant must agree to remain in the service of present employing law enforcement agency for a period of two years. (Note: Intra-agency transfers can be effected and still satisfy the two-year requirements.)
2. Nursing scholarships and nursing loans are available. Eligibility for these programs is based on financial need.

#### **Scholarships**

1. College Awards and Scholarships—A limited number of awards or scholarships are granted by the college. The amounts of these awards generally cover in-state tuition. Selection is based on academic potential, financial needs and educational goals. Application deadline is April 15.
2. Private Scholarships—A considerable number of private scholarships are administered through the college. In most cases, the recipient is chosen by the donor at the time of graduation from high school. In other instances, the College Financial Aid Committee makes the final decision. Students receiving scholarships while in attendance at Tacoma Community College must be prepared to pay for all tuition and fee charges at the time of registration.

Upon receipt of funds from the donating organization, tuition and fee charges will be reimbursed to the scholarship recipient.



For additional information about any of these programs, contact the Financial Aid and Placement Office, Building 5, Tacoma Community College, 756-5080.

### **FOOD SERVICES**

The college snack bar in Building 15 and the cafeteria in Building 11 complement each other in providing food services for both day and evening students. The cafeteria provides meals, while the snack bar offers light meals and refreshments throughout the college day.

### **STUDENT HEALTH SERVICES**

The college operates a health center in Building 5 under the supervision of a licensed physician and a registered nurse, and it is open to all students desiring assistance. There are no fees for health services received by students on campus. The physician serves on campus two or more hours per week and is a consultant otherwise as needed.

The philosophy of the department of health services is concern for the total individual health needs of every student enrolled at the community college. Services provided include health counseling, first aid for minor accidents and illnesses, and assistance in obtaining further care. These services are provided to supplement those of the family physician. Students with handicaps who need special consideration for campus mobility should contact the health services department.

It is a responsibility of the student to supply information on his health directory card that would enable the college to make local contacts in case of an emergency. Changes of phone numbers, physicians, etc., should be reported immediately. Student health records are considered confidential material and will NOT be transferred without the student's written permission.

### **STUDENTS' PROGRAMS**

The philosophy of Students' Programs embodies participation in the educational process of the college by advancing the students' intellectual understanding, emotional flexibility, physical activity, social sensitivity, cultural awareness, civic participation, creativity, appreciation of differences, decision making, career exploration, and individual worth. When synthesized, these aspects of the educational process take the student beyond his state upon entering the college—to new relations with people, or to a new confidence in his abilities, or to another interpretation of literature or biology. From this educational process, new perceptions arise which enable the student to pursue meaningful life activity.

The opportunities within Students' Programs focus upon experiential learning in many areas: social and civic development, physical development, creative and cultural development, group process and social skill development, leadership and individual development, communication and skill development. Within each of these developmental areas many specific programs exist

for students: child care center, ex-offenders, foreign students, minority students, veterans program, senior citizens, intercollegiate athletics, intramurals, recreation, orchestra and band, drama, choir, lecture series, film series, honoraries and clubs, government, peer counseling, newspaper, retreats. This list presents only some of the opportunities available for learning in Students' Programs; the possible opportunities continually change according to student interest and need. For current information, call the Students' Programs Office, 756-5115.

The college competes with other community colleges in cross-country, basketball, track, golf and tennis. A program of intramural athletics is available to men and women students.

As part of its music program, the college has organized a number of musical groups in which students participate. These include the TCC Choir, Choraliers, Ensemble, Chamber Orchestra and Concert Band.

### **WOMEN'S STUDIES AND SERVICES CENTER**

Each quarter TCC's Women's Studies and Services Center offers a variety of classes and workshops aimed especially at the interests and needs of women. Credit is also available for these courses. The Center is an avenue for women to develop their talents and capabilities to the fullest extent.

Peer-guidance referral and counseling service is available as a complimentary service through the Women's Studies and Services Center in Building 5 from 9:00 a.m. to 3:00 p.m. Monday through Friday. Emphasis is placed on the individual person — her problems, her identity, her goals, her first step toward achieving her goals.

## **LEARNING ASSISTANCE CENTER**

Helping students learn has top priority at Tacoma Community College. Special learning assistance services, sponsored and cooperatively administered by various departments and programs, are centralized in Buildings 1 and 7, the Learning Assistance Center. All students are welcome to use these services:

### **LEARNING ASSISTANCE COUNSELING**

Special learning assistance counseling is available to help all currently enrolled and prospective students analyze their problems and get needed help. Appointments are encouraged as a convenience, but students should feel free to drop by any time. The learning assistance counselor is centrally located in Room 3 off the foyer of Building 1.

## TUTORIAL SERVICES

Tutorial assistance is coordinated through the office of the learning assistance counselor. The tutorial coordinator arranges for tutoring for students who need it. Special tutoring is also provided in the Math Lab's Student Tutorial Center and in the Reading Lab. VA educational assistance benefits can be used to pay for tutoring.

## ADULT EDUCATION ADVISING

Adult education advising for high school completion and general education is available in the Adult Education Office, Building 7, Room 6.

## LIBRARY

The Library in Building 1 offers pleasant study facilities and personal assistance in finding and using a wide range of materials. The collection includes 60,000 books, nearly 500 periodical titles, and reserve materials for class assignments. Ethnic and Northwest history materials are well represented. Files of microfilm, pamphlets, maps, and college catalogs are also available. Other services include inter-library loans, informal reference help, and a two-credit course in library reference techniques. Community support of the library has been expressed through the activities and gifts of Friends of the Tacoma Community College Library, a non-profit organization with an open membership. Individuals and other organizations in the community have also provided a number of significant gifts.

## LEARNING LABORATORIES\*

### Reading and Communication Skills Labs

The English department's Reading and Communication Skills labs, located in Building 7, Rooms 1 and 2, provide credit courses for developmental reading and writing as well as laboratory work for study skills, vocabulary development, and spelling.

### Math Lab

The Math Lab, located in Building 7, Rooms 11, 12 and 13, is one instructional mode of the mathematics department. Students may take developmental as well as college transfer mathematics courses in the Math Lab. The Lab also provides assistance for students enrolled in lecture math classes. Special tutorial assistance for students in Math 80 through 110 courses is provided free of charge by the Student Tutorial Center, located in the Building 10 mezzanine, and in Building 7, Room 11.

### Listening/Language Lab

The Listening/Language Lab, in Building 1, Room 10, is a place for listening to recorded music, plays, poetry, and lectures, as well as class and individual language practice, vocabulary drill, and listening skill development. The Lab also produces and duplicates audiotapes and provides access to selected audiovisual materials.

\*Science, photographic, and occupational laboratories are located in Buildings 10 and 15.

## Ethnic Studies Laboratory

The Ethnic Studies Laboratory, Building 1, Room 15, provides audiovisual materials designed to promote ethnic pride and appreciation of minority cultures and concerns. Materials are sent to classrooms and shared with community agencies, as well as made available for individuals and small groups to use in the laboratory. There is space for individual study and tutorial activity, and several typewriters are provided for student use.

## CAREER INFORMATION CENTER

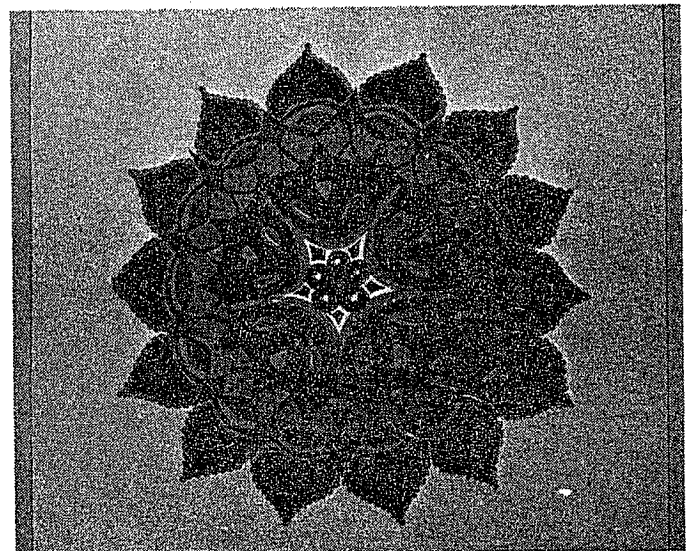
The Career Information Center in Building 7, Room 4, has information about careers, the labor market, and occupational education and training programs. Included are print materials and a limited number of audiovisual units covering more than 800 occupations. The Center offers personal assistance in locating materials.

## CAREER DEVELOPMENT PROGRAM

The Career Development Program is for students who are unsure of their vocational goals and who are considering an educational program that will lead to specific employment within two years. The program includes Career Planning 200 and courses designed to help the student begin building job skills. It is usually a ten-week program, and students may enroll at any time. The program coordinator will help each student work out courses most suitable for him or her.

## AUDIOVISUAL SERVICES

The Audiovisual Services Department, Building 1, Room 18, maintains a permanent collection of audiovisual materials including a film library of approximately 280 titles. In addition, films are rented from other sources for classroom use. Projection equipment and audiovisual materials are circulated to classrooms and laboratories, and booked for viewing in the AV area studios. A variety of production services are provided with facilities including two studios for videotaping and film projection, and equipment for TV, sound, photographic and graphic production.



—"Kaleidoscope"  
Lisa Angus  
Serigraph

# SCHOLARSHIP AND SERVICE AWARDS

## PRESIDENT'S MEDAL

At Commencement, the person who has the highest cumulative grade point in at least 45 credit hours at the college shall receive the President's Medal.

## PRESIDENT'S LIST

The President's List, announced annually at Commencement, lists those students who have earned at least 24 credit hours at the college and who have at least a 3.60 cumulative grade point average. Students who have qualified for this recognition shall be graduated with "distinction," which shall be so noted on their diplomas.\*

## HONORS

Those persons who graduate with a cumulative grade point average of 3.25 or higher shall be graduated with "honors."\*\*

\*Computations for these awards are based on the previous five quarters of college work. Additions will be made to these lists if a sixth quarter of college work qualifies a student for such distinction.

## DEAN'S LIST

The Dean's List is a quarterly roster of all full-time students who have earned at least a 3.00 grade point average for the quarter.

## SERVICE AWARDS

Individuals who have contributed to the growth of the college in some outstanding way may be recognized with the Service Award at the time of their graduation.

# PHYSICAL FACILITIES

The Pearl A. Wanamaker Instructional Resource Center (Building 1) houses the library as well as offices, audio-visual services, the study skills laboratory, the listening laboratory and two television studios. At 48,000 square feet, it is the largest building on the campus. It was named after Mrs. Pearl Wanamaker, long-time state superintendent of public instruction.

The Business Office (Building 2) is located at the north end of the campus for easy accessibility for visitors.

The large Lecture Hall-Little Theater (Building 3) seats 343 persons. It is used for large lecture classes during the peak morning hours and also serves as a facility for drama classes and dramatic and musical productions. It contains an electronic classic organ donated by Mrs. Jane McKee in memory of her husband, the late Lawrence K. McKee.

The Giardrone Fine Arts Building (Building 4) houses music and art classes. It was named after Dr. Angelo Giardrone, Tacoma schools superintendent.

Building 5 and its annex house Financial Aid, the Health Center and the Counseling Center.

Building 6 houses the Admissions and Records Office and the bookstore.

Buildings 7, 18, and 19 are classroom buildings. Buildings 8, 12, and 16 are lecture halls which will each seat 98 persons.

Buildings 9, 17 and 20 are faculty office buildings.

The Science Building (Building 10) consists of four lecture halls, storage space, student study area, seminar area, a central corridor for preparation of laboratory demonstrations, facilities for engineering and health technology classes, and laboratories for biology, chemistry, geology and physics.

The Food Services Center, where snacks and light meals are available, is designated Building 11.

The Administration Building (Building 14) houses the offices of the president and other district administrators.

Building 15 consists of classrooms, a lecture hall, and a snack bar. It houses the student lounge and student government offices.

Building 21 houses maintenance services, the campus mail center and the security office.

The Physical Education Building (Building 22) provides space for men's and women's physical education courses. The building also provides a site for large public events such as dances and commencement.

# PUBLICATIONS

To meet various needs, the college and its students issue a number of publications. These include:

- The college catalog, issued annually, includes the college calendar, general information about application, registration, fees and other such data, course descriptions.

- The student newspaper, **The Collegiate Challenge**, is published weekly except for examination and vacation periods.

## COMMUNITY ASSISTANCE

- The 10-acre Maxine Myers Memorial Arboretum is being developed at the southeast corner of the campus, near south 18th and Pearl Streets, with the assistance of the Capitol District of the Washington State Federation of Garden Clubs.

- The Friends of the Tacoma Community College Library, Inc., consists of community-spirited citizens who believe in the importance of the library's service to students and the community at large. They are concerned with the institution's welfare and promote its growth as a cultural and research center.

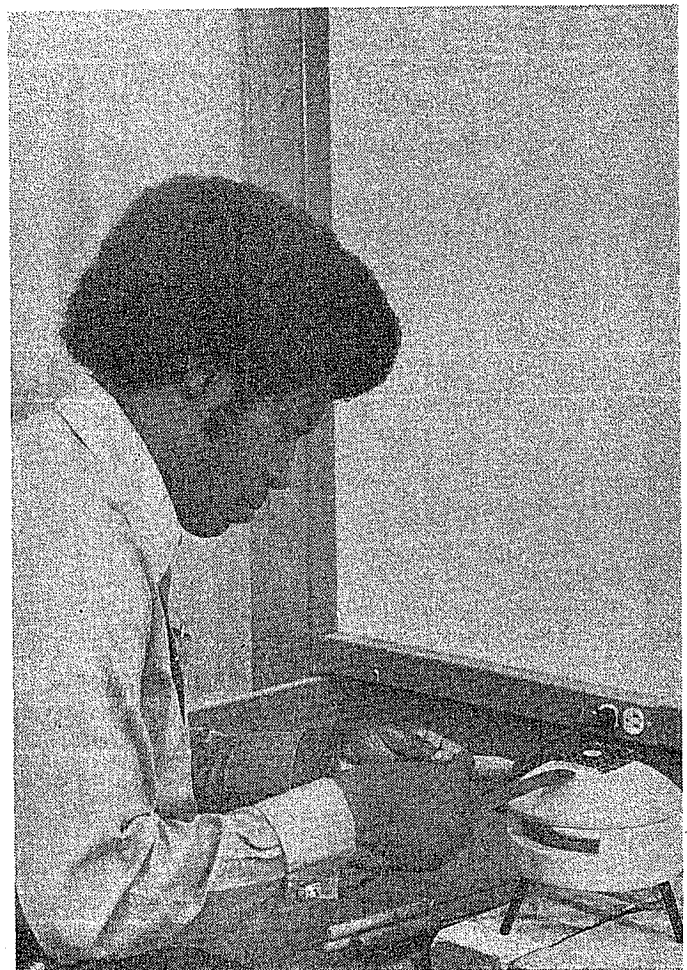
- The Tacoma Community College Foundation, a non-profit corporation, was organized in 1967 by a group of community leaders. Its purpose is "to promote public education by assisting Tacoma Community College and its faculty and students in any and all of their educational and cultural endeavors . . ." It has been granted tax-exempt status by the Internal Revenue Service.

- The Sam Minitti Memorial Playground, a 10-acre facility for community and college use, is being developed jointly by the college, the Metropolitan Park Board, and the Church of Jesus Christ of the Latter Day Saints immediately adjacent to the campus. The playground is located near the corner of south 19th and Pearl Streets.



—Michael Freigang  
Sculpture Class

## INSTRUCTIONAL PROGRAMS



—Earl Johnson  
Design Class

# INSTRUCTIONAL PROGRAMS

Courses at Tacoma Community College are designed for five different programs: university parallel, general education, high school completion, community services, and occupational.

Courses numbered 100 and above are designed to be parallel to courses found in senior institutions with the exception of courses with the prefix "G" which are general education courses designed especially for TCC students working for the Associate in Liberal Arts degree. General education courses usually do not have specific counterparts in senior institutions and may or may not be transferable.

## UNIVERSITY PARALLEL

The university-parallel program is designed to provide students with academic experience equal to the first two years of a four-year baccalaureate program or of a professional program. Specific courses should be selected in consultation with the student's academic adviser and in the light of the general requirements of the department and institution to which the student wishes to transfer. These courses should fulfill Tacoma Community College's requirements for the Associate in Arts and Sciences degree, including the appropriate distributive requirements for courses in social science, math/science, and the humanities, and physical education. The student should maintain close contact with his academic adviser and with the transfer institution of his choice on all matters relating to his program.

## GENERAL EDUCATION

The general education program is designed to provide both academic and skills courses for those students who aspire to an Associate in Liberal Arts degree. During the first quarter, students are encouraged to take introductory courses in communications (English 70, English G100A or English G100B, depending on their skills levels), Study Skills G100A, and a further general education course in social science, math/science, or the humanities. Many of these courses are offered both in classrooms and in the math, communication skills, and reading labs. During subsequent quarters students, with advisement from the coordinator of the general education program, will select courses from both general education offerings and general courses which fit into the

Associate in Liberal Arts degree distribution curriculum (including social sciences, math/science, and the humanities).

Many colleges in the State of Washington will transfer a limited number of general education credits as X-credits. Should a student wish to transfer from the general education program, leading to the Associate in Liberal Arts degree, he should consult carefully with his adviser.

## HIGH SCHOOL COMPLETION

The High School Completion program is a fully accredited diploma program for adults and for certain students referred to the college by local school districts.

The college recognizes that most adults have had experiences in life that are of equal or greater value than classroom experience; therefore, credit toward the diploma may be granted for work experience, civic and family responsibility, military service, volunteer work, youth and church work.

Students may take college classes as well as adult evening classes. Instruction in the adult evening program provides for both classwork and individualized assignments.

## COMMUNITY SERVICES PROGRAM

The community services program, concerned with identifying community potentialities and unmet needs, draws together resources of the college and the community and creates appropriate educational programs. It provides opportunities for adults from all segments of the community to pursue continuing education through cultural, educational, and intellectual activities including high school completion programs as well as college work.

The Community services program can custom-design special educational programs for business and professional organizations, unions, and other community groups. In addition, the college offers each quarter a series of courses designed for people who wish to pursue particular intellectual activities, or to learn new skills. A concern for social problems has led to programs which supply educational services to teacher aides, mental health expeditors and public service workers.

Individuals or groups interested in developing classes, forums, discussion groups, lecture series, or professional in-service seminars are asked to contact the Office of Continuing Education. For the past several years, credit and non-credit courses offered have been initiated by members of the community.

# OCCUPATIONAL PROGRAMS

Tacoma Community College offers a variety of occupational programs for students who wish to combine academic studies with training leading to employment. The eleven programs include associate degree nursing, banking and finance, criminal justice, human service worker, accountant, medical record technician, medical secretary, real estate, receptionist/clerk, respiratory therapy technician, and service representative. All the programs require two years of college work except for respiratory care, which is a one-year program. Students who complete a two-year program may qualify for an Associate in Liberal Arts or Associate in Technical Arts degree, depending on the program goal. A work internship or clinical experience arranged by the program coordinator is a requirement of all programs. Curricula are developed with the assistance of citizens' advisory committees.

Enrollment in occupational programs may be limited, and admission to occupational programs is a separate procedure from admission to the college. Admission to occupational programs is based on (1) comparative analysis of the prior education and employment experiences of all applicants, (2) conformity of the individual's educational intent with program goals, and (3) an interview to determine the individual's degree of interest in achieving his educational intent. For information regarding admission to specific programs, contact the program coordinator or the director of occupational education.

## ACCOUNTANT

Accountants maintain journals and ledgers for business firms, government agencies and accounting firms. They produce periodic financial statements and statistical analysis.

### SUGGESTED PROGRAM FOR ACCOUNTANTS

#### FRESHMAN YEAR

First Quarter			
Course Title	No.	Crs.	
Business	101	5	
Accounting	210	5	
Business Machines	115	3	
Second Quarter			
Typing I	103	3	
Business Math	110	5	
Accounting	220	5	
English	104	5	
Third Quarter			
Speech	100 or 200	5	
Intermediate Accounting	230	5	
Typing II	104	3	
Business Correspondence	225	5	

#### SOPHOMORE YEAR

First Quarter		
Elective		5
Intermediate Accounting	231	5
Tax Accounting	250	5
Second Quarter		
Cost Accounting	245	5
Automated Accounting	240	5
Business Law	200	5
Third Quarter		
Auditing	260	5
Practicum in Accounting	255	5
Governmental Accounting	237	5

Students work out their program with their adviser. Modifications may be made in keeping with the student's experience and educational goals.

## ASSOCIATE DEGREE NURSING

The Nursing Program is a two-year program to prepare students to perform nursing activities in hospitals, nursing homes, clinics, and physicians' offices. The graduates of the program will be eligible to take the examination for licensing as a Registered Nurse.

### SUGGESTED PROGRAM

#### FIRST YEAR

First Quarter			
Course Title	No.	Crs.	
Chemistry for Nurses*	111	5	
General Psychology	100	5	
Nursing I	101	7	
Second Quarter			
General Microbiology	201	5	
Survey of Sociology	110	5	
Nursing II	102	7	
Third Quarter			
Human Growth & Development	206	5	
Interpersonal Speech Communication	100	5	
Nursing III	103	7	

#### SECOND YEAR

First Quarter			
Anatomy & Physiology	206	5	
Composition*	101	5	
Nursing IV	201	8	
Second Quarter			
Anatomy & Physiology	207	5	
Nursing V	202	12	
Third Quarter			
Anatomy & Physiology	208	5	
Nursing VI	203	12	

\*May elect to take this course or the 2 quarter sequence Chemistry 101 and 102.

Students interested in three- or four-year nursing programs can complete a number of courses at a community college. The following courses are suggested:

- Biology 201
- Biology 206, 207, 208
- Chemistry 101, 102
- English 101, 102
- Psychology 100
- Sociology 110
- Speech 100
- Social Science Elective (5 credits)
- Humanities Elective (5 credits)

Note: Students should check the program of the school at which they expect to complete their training before enrolling in these courses.

BANK OPERATIONS		
Bank Public Relations and Marketing . . . . .	BF 130	3
Supervision and Personnel Management . . . . .	BF 152	3
Trust Functions and Services . . . . .	BF 142	3
Bank Management by Objectives . . . . .	BF 148	1
Bank Management . . . . .	BF 146	3
Federal Reserve System . . . . .	BF 144	3
Planning Management Development . . . . .	BF 150	1
Introduction to Data Processing . . . . .	Bus 235	5
Elective OR Work Internship . . . . .		5

## BANKING and FINANCE

This two-year program is designed for both the present financial institution employee (in-service) and the pre-service students whose purpose may be to advance their careers and/or prepare for a career in banking and finance. The program is a joint venture developed by Tacoma Community College and the financial institutions. Students who complete the banking and finance program qualify for the Associate in Technical Arts degree. Graduates are also eligible for the AIB advanced certificate upon employment in the industry.

FIRST YEAR			
Course	No.	Crs.	
Principles of Bank Operations OR . . . . .	BF 102	3	
Principles of Savings Bank Operations . . . . .	BF 122	3	
Accounting I OR . . . . .	BF 104	5	
Accounting . . . . .	Bus 210	5	
Business Math . . . . .	Bus 110	5	
Typing . . . . .	Bus 103	2	
Effective English OR . . . . .	BF 160	3	
Business English . . . . .	Bus 104	5	
Money & Banking OR . . . . .	BF 120	3	
Economics . . . . .	Bus 114	3	
Accounting II OR . . . . .	BF 106	5	
Accounting . . . . .	Bus 220	5	
Business Machines . . . . .	Bus 115	3	
Organizational Speech Communication . . . . .	Sp 200	5	
Law & Banking I OR . . . . .	BF 112	3	
Business Law . . . . .	Bus 200	5	
Law & Banking II . . . . .	BF 113	3	
Business Correspondence . . . . .	Bus 225	5	
Fundamentals of Bank Credit Cards . . . . .	BF 154	3	

SECOND YEAR			
(Choice of concentration should be declared)			
Course	No.	Crs.	
<b>CREDIT</b>			
Bank Investments . . . . .	BF 128	3	
Home Mortgage Lending . . . . .	BF 134	3	
Installment Credit . . . . .	BF 136	3	
International Banking . . . . .	BF 138	3	
Real Estate Finance . . . . .	Bus 165	5	
Credit Administration . . . . .	BF 132	3	
Analyzing Financial Statements . . . . .	BF 124	3	
Algebra . . . . .	Mth 101	5	
Elective OR Work Internship . . . . .		5	

## CRIMINAL JUSTICE

Classes are open to high school graduates and others who are at least 18 years of age. However, students should be advised that many law enforcement agencies require applicants to meet physical, mental, and moral standards.

Municipal, county, state, and federal agencies as well as private industry afford excellent employment opportunities for graduates of the program.

### SUGGESTED PROGRAM IN CRIMINAL JUSTICE

#### FRESHMAN YEAR

Fall Quarter			
Course Title	No.	Crs.	
Introduction to Administration of Justice . . . . .	100	5	
English Composition . . . . .	101	5	
Survey of Sociology . . . . .	110	5	
Physical Education . . . . .		1	
Winter Quarter			
Criminal Law . . . . .	101	5	
English Composition . . . . .	104	5	
General Psychology . . . . .	100	5	
Physical Education . . . . .		1	
Spring Quarter			
Criminal Evidence . . . . .	102	5	
Speech . . . . .	100	5	
Physical Education . . . . .	292	3	
Elective . . . . .		5	

#### SOPHOMORE YEAR

Fall Quarter			
Course Title	No.	Crs.	
Criminal Investigation . . . . .	200	5	
Law Enforcement Theory I (Patrol) . . . . .	201	3	
American National Government . . . . .	202	5	
Physical Education . . . . .		1	
Winter Quarter			
Law Enforcement Theory II (Traffic) . . . . .	202	5	
Interracial Relations . . . . .	205	5	
Typing I . . . . .	103	2	
Elective . . . . .		5	
Physical Education . . . . .		1	
Spring Quarter			
Introduction to Supervision . . . . .	204	3	
Law Enforcement Theory III (Juvenile) . . . . .	203	3	
Math . . . . .	240	3	
Elective . . . . .		5	
Weaponless Control . . . . .	206	1	
*Work Experience Internship . . . . .	207	5	

\*Permission of Instructor Required

Students work out their programs with their adviser. Modifications may be made in keeping with the student's experience and educational goals.

## EMERGENCY MEDICAL CARE

### Emergency Medical Technician

The College offers two levels of training in emergency medical care. The first level of training is an 81-hour program designed for fire fighters, ambulance attendants, law enforcement officers, hospital personnel and others who are generally first in responding to life-threatening emergencies. An individual completing the 81-hour course (EMC 110, 6 credits) is eligible for certification in Washington State as an Emergency Medical Technician (EMT).

### Emergency Medical Technician / Paramedic

The second level of training involves over 850 hours of classroom, clinical and field internship activities. These activities train an individual to provide, under the direction of a physician, definitive medical care at the scene of an emergency. An individual completing the 850-hour program (EMC 120, 12 credits; EMC 121, 12 credits; EMC 122, 10 credits; and EMC 123, 7 credits) is eligible for certification in Pierce County as a Mobile Intensive Care Paramedic.

## HUMAN SERVICE WORKER

The Human Service Worker Program is designed to train students to work as community-oriented mental health para-professionals. Acceptance to the program is based on a personal interview, career expectations, and previous experience. Students can select either a one-year certificate course or a two-year program including some specialization and leading to an Associate in Technical Arts degree. Both courses rely heavily on field placement (internship) as a means of training. The curriculum for the second year, the specialization courses called the HSW 150 series, are yet to be developed. Examples of the one- and two-year programs are listed below.

## ASSOCIATE DEGREE

### FIRST YEAR

First Quarter		No.	Crs.
Course Title			
Human Relations . . . . .		100	2
Introduction to Human Services . . . . .		100	1
Survey of Institutions . . . . .		101	5
Principles of Interviewing . . . . .		102	5
English Composition . . . . .		101	5
Second Quarter			
Comprehensive English Comp. OR. . . . .		104	5
Interpersonal Speech Communication . . . . .		100	5
Counseling Techniques . . . . .		103	5
Health Care Delivery Systems . . . . .		110	3
General Psychology . . . . .		100	5
Third Quarter			
Social Change Skills . . . . .		104	5
Race Relations OR Equivalent . . . . .		262	5
Elective . . . . .			5

### SECOND YEAR

First Quarter		No.	Crs.
Human Service Worker 200 Series . . . . .		200-205	5
Field Placement I . . . . .		191	5
Elective . . . . .			5
Second Quarter			
Human Service Worker 200 Series . . . . .		200-205	5
Field Placement II . . . . .		192	5
Elective . . . . .			5
Third Quarter			
Field Placement III . . . . .		193	5
Human Service Worker 200 Series . . . . .		200-205	5

## CERTIFICATE

First Quarter		No.	Crs.
Course Title			
Human Relations . . . . .		100	2
Introduction to Human Services . . . . .		200	1
Survey of Institutions . . . . .		101	5
Principles of Interviewing . . . . .		102	5
Health Care Delivery Systems . . . . .		110	3
Second Quarter			
English Composition or Equivalent . . . . .		101	5
Counseling Techniques . . . . .		103	5
Field Placement I . . . . .		191	5
Third Quarter			
Social Change Skills . . . . .		104	5
Field Placement II . . . . .		192	5
Race Relations or Equivalent . . . . .		262	5

## MEDICAL RECORD TECHNICIAN

A medical record technician works in the medical record department of a hospital, clinic, nursing home or other agency, and is responsible for many aspects of preparing, analyzing and preserving health information needed by the patients, by the hospital and by the public.



## SUGGESTED PROGRAM

### FIRST YEAR

Course Title	No.	Crs.
<b>First Quarter</b>		
English . . . . .	104	5
Anatomy & Physiology . . . . .	150	5
Medical Terminology . . . . .	130	3
Health Care Delivery Systems . . . . .	110	3
Typing (or proficiency - 45 wpm) . . . . .	103	3
<b>Second Quarter</b>		
Business Communication . . . . .	225	5
Anatomy & Physiology . . . . .	151	5
Medical Terminology . . . . .	131	3
Medical Transcription . . . . .	140	3
<b>Third Quarter</b>		
Speech . . . . .	100	5
Psychology . . . . .	100	5
Medical Record Technology . . . . .	141	3
Intro. to Medical Record Science . . . . .	180	5

### SECOND YEAR

<b>First Quarter</b>		
Health Technology . . . . .	210	3
Medical Record Technology . . . . .	220	5
*Medical Record Technology . . . . .	230	2
Elective . . . . .		5
<b>Second Quarter</b>		
Medical Record Technology . . . . .	221	5
Business . . . . .	235	5
*Medical Record Technology . . . . .	231	5
<b>Third Quarter</b>		
*Medical Record Technology . . . . .	232	5
Elective . . . . .		5

\*Directed Practice

## MEDICAL SECRETARY

A medical secretary works in a physician's office, hospital, clinic, laboratory, nursing home or other agency performing general secretarial and other duties related to the delivery of medical services. The duties may include answering the telephone, acting as a receptionist, making appointments, handling the mail and routine correspondence, managing the financial details, (billing, payments, ordering, etc.), interviewing and preparing patients prior to examination and keeping and transcribing medical records.

Two suggested programs for medical secretaries are listed below. Program A is a one-year program for individuals with prior training and experience in performing general secretarial duties and Program B is a two-year program for individuals with no prior training or experience.

## SUGGESTED PROGRAM A (One Year)

Course Title	No.	Crs.
<b>First Quarter</b>		
Biology 150—Anatomy and Physiology . . . . .		5
Medical Record Tech. 130—Medical Terminology . . . . .		3
English 104—Comprehensive English Comp. . . . .		5
Health Tech. 110—Health Care Delivery Systems . . . . .		3
		16
<b>Second Quarter</b>		
Biology 151—Anatomy and Physiology . . . . .		5
Medical Record Tech. 131—Medical Terminology . . . . .		3
Medical Record Tech. 140—Medical Transcription . . . . .		3
Business 225—Business Communications . . . . .		5
		16
<b>Third Quarter</b>		
Medical Record Tech. 141—Medical Transcription . . . . .		3
Health Tech. 120—Medical Office Practice I . . . . .		3
Speech 100—Interpersonal Speech . . . . .		5
Communication . . . . .		5
Psychology 100—General Psychology . . . . .		5
		16

## SUGGESTED PROGRAM B (Two Year)

The contents of suggested Program A plus courses in typing, business machines, bookkeeping, filing, medical office procedures, medical office externship and general education. The specific courses selected for Program B depend on the needs of the student. For more information, contact the director of occupational education.

## RADIOLOGIC TECHNOLOGIST

The Radiologic Techologist Program is a twenty-seven month program to prepare students to work in hospitals and clinics assisting radiologists in the use of X-ray films to examine patients. The graduates of the program are eligible to take the examination for registry as an X-ray technologist.

### SUGGESTED PROGRAM

Course Title	No.	Crs.
<b>First Quarter (Fall)</b>		
Anatomy & Physiology I . . . . .	150	5
Physics for Health Occupations . . . . .	105	5
Medical Terminology I . . . . .	130	3
Radiographic Positioning & Technique I . . . . .	140	3
Intro. to Radiologic Technology . . . . .	101	3

Second Quarter (Winter)		
Anatomy & Physiology II	151	5
Radiation Physics I	108	5
Radiographic Positioning & Technique II	141	3
Radiographic Clinic I	120	3
Third Quarter (Spring)		
English	101	5
Radiation Physics II	109	5
Radiographic Positioning & Technique III	142	3
Radiographic Clinic II	121	3
Fourth Quarter (Summer)		
Radiographic Clinic III	122	5
Fifth Quarter (Fall)		
English or Speech	100	5
Survey of Disease	210	3
Radiographic Positioning & Technique IV	243	2
Radiographic Clinic IV	123	5
Sixth Quarter (Winter)		
Psychology	100	5
Radiographic Positioning & Technique V	244	2
Radiographic Clinic V	225	5
Special Radiographic Procedures	211	3
Seventh Quarter (Spring)		
Elective		5
Radiation Therapy & Nuclear Medicine	212	3
Department Management	213	2
Radiographic Positioning & Technique VI	245	2
Radiographic Clinic VI	226	5
Eighth Quarter (Summer)		
Radiographic Clinic VII	227	5
Ninth Quarter (Fall)		
Radiographic Clinic VIII	228	5
Elective		5

## REAL ESTATE

A variety of jobs exist in the real estate field. They include sales, property management, finance and appraising.

### SUGGESTED PROGRAM IN REAL ESTATE

#### FRESHMAN YEAR

Course Title	No.	Crs.
Principles of Real Estate	150	5
Typing I	103	3
Business Machines	115	3
Business Math	110	5
English	104	5
Real Estate Appraisal I	170	5
Speech	100 or 200	5
Real Estate Law	160	5
Elective or Work Study		5
Bookkeeping	140	5

#### SOPHOMORE YEAR

Economics	200	5
Real Estate Appraisal II	175	5
Business Communications	225	5
Real Estate Finance	165	5
Real Estate Business Management	180	5
Real Estate Sales Practices	195	3
Real Estate Property Management	185	5
Elective or Work Study		12

Students work out their programs with their adviser. Modifications should be made in keeping with the student's experience, educational background, and educational goals.

## RECEPTIONIST CLERK

Receptionist/clerks perform general clerical work requiring use of a typewriter. Their work includes compiling and typing reports, application forms, shipping tickets and other data from clerical records. Their work also includes such duties as filing records and reports, posting information to records, sorting and distributing mail, answering telephones and computing with adding machines.

### SUGGESTED PROGRAM FOR RECEPTIONIST / CLERKS

#### FRESHMAN YEAR

First Quarter		
Course Title	No.	Crs.
Typing I	103	3
Shorthand I	130	5
English	104	5
Speech	100 or 200	5
Second Quarter		
Shorthand II	131	5
Shorthand Transcription	133	5
Typing II	104	3
Bookkeeping	140	5
Third Quarter		
Office Procedures	134	5
Business Machines	115	3
Typing III	105	3
Records Management	116	3

#### SOPHOMORE YEAR

First Quarter		
Course Title	No.	Crs.
Introduction to Business	101	5
Transcription	117	3
Business Math	110	5
Elective		5
Second Quarter		
Business correspondence	225	5
Business Law	200	5
Work Experience Internship	120	5
Third Quarter		
Personal Finance	102	5
Work Experience Internship	121	5

Students work out their programs with their adviser. Modifications may be made in keeping with the student's experience and educational goals.

# RESPIRATORY THERAPY TECHNICIAN

(Inhalation Therapy Assistant)

The Respiratory Care Assistant program is a one-year training program to prepare students to work under the direction of an Inhalation Therapist in providing patient care relating to pulmonary diseases and disorders.

## SUGGESTED PROGRAM

Course Title	No.	Crs.
<b>First Quarter</b>		
Health Care Delivery Systems . . . . .	110	3
Medical Terminology I . . . . .	130	3
Anatomy and Physiology . . . . .	150	5
Physics for Health Occupations . . . . .	105	5
Clinical Training I . . . . .	140	1
<b>Second Quarter</b>		
Anatomy and Physiology . . . . .	151	5
Respiratory Care Theory . . . . .	110	3
Respiratory Care Equipment . . . . .	120	2
Microbiology . . . . .	133	2
Clinical Training II . . . . .	141	3
<b>Third Quarter</b>		
General Psychology . . . . .	100	5
Respiratory Care Theory . . . . .	111	3
Respiratory Care Equipment . . . . .	121	2
Pharmacology . . . . .	130	2
Clinical Training III . . . . .	142	5
Respiratory Care Seminar . . . . .	150	1
<b>Fourth Quarter</b>		
Respiratory Care Equipment . . . . .	122	2
Respiratory Care Seminar . . . . .	151	2
Pulmonary Functions . . . . .	131	3
Clinical Training IV . . . . .	143	5

# SERVICE REPRESENTATIVE

Service representatives work with the public for such firms and agencies as department stores, banks, airlines, insurance offices, public utilities and telephone companies.

## SUGGESTED PROGRAM FOR SERVICE REPRESENTATIVES FRESHMAN YEAR

Course Title	No.	Crs.
Typing I . . . . .	103	3
Business Math . . . . .	110	5
Introduction to Business . . . . .	101	5
English . . . . .	104	5
Bookkeeping . . . . .	140	5

## FRESHMAN OR SOPHOMORE YEAR

Speech . . . . .	100 or 200	5
Personal Finance . . . . .	102	5
Business Machines . . . . .	115	3
Business Law . . . . .	200	5
Any Math/Sciences . . . . .		10
Any Humanities . . . . .		5
Electives . . . . .		20

## SOPHOMORE YEAR

Business Correspondence . . . . .	225	5
Introduction to Data Processing . . . . .	235	5
Work Experience Internship . . . . .		5

Students work out their programs with their adviser. Modifications may be made in keeping with the student's experience and educational goals.

# AMERICAN INSTITUTE OF BANKING

This is an in-service program designed mainly for bank employees. It is a joint venture developed by the American Institute of Banking and Tacoma Community College. Although the courses are offered for banking personnel, there is a limited enrollment available for non-banking students. See course descriptions for classes offered under Banking and Finance.

# AMERICAN INSTITUTE OF SAVINGS and LOAN

This is an in-service program designed mainly for savings and loan bank employees. It is a joint venture developed by the American Institute of Savings and Loan and Tacoma Community College. Although the courses are offered for savings and loan personnel, there is a limited enrollment available for non-banking students. See course descriptions for classes offered under Banking and Finance.

# CAREER DEVELOPMENT PROGRAM

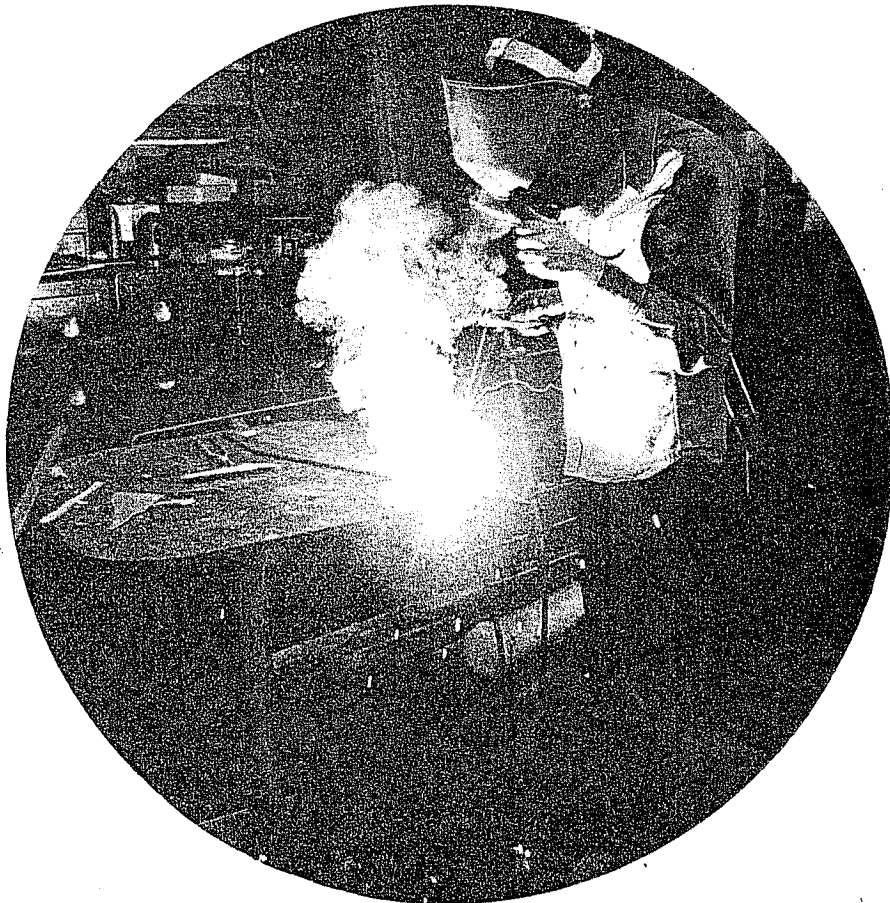
The Career Development Program is for students who are unsure of their vocational goals and who are considering an educational program that will lead to specific employment within two years. The program includes Career Planning 200 and courses designed to help the student begin building job skills. Students may enroll in this program at any time. The program coordinator will help the student work out courses most suitable for him.

# LAW ENFORCEMENT (IN SERVICE)

The in-service program in law enforcement is a cooperative educational venture developed jointly by the Tacoma Police Department and other law enforcement agencies and the college. The primary purpose of the two-year program is to upgrade the competence of career police officers. It leads to an Associate degree.

Requirements which may be met on campus include English 101, 102 or 104; Psychology 100; Sociology 110; Speech 100; and courses to meet the distribution requirements for the Associate in Liberal Arts Degree.

# COURSE OFFERINGS



—Valerie Hersb  
*Welded Steel Sculpture*

# ACCOUNTING

## **210 Fundamentals of Accounting: (5)**

An introduction to the structure, development, and interpretation of accounting data and financial statements derived from the operations of a business entity.

## **220 Fundamentals of Accounting: (5)**

Continuation of Accounting 210. Emphasis on the distinguishing elements of manufacturing, partnership, and corporate accounting; includes those factors of accounting involved with decision making.

Prerequisite: Accounting 210.

## **230 Intermediate Accounting: (5)**

The application of accounting principles to problems involving receivables; inventories; investments; depreciation methods; intangible assets and deferred charges.

Prerequisite: Accounting 220.

## **231 Intermediate Accounting: (5)**

The application of accounting principles to problems involving capital stock and surplus; compilation of statements; statement analysis and preparation of the statement of funds.

Prerequisite: Accounting 220. Accounting 230 is recommended.

## **237 Governmental Accounting: (5)**

This is a course in the accounting practices employed in governmental and not-for-profit organizations such as hospitals, educational entities, nursing homes, and the like.

## **240 Automated Programming Accounting: (5)**

This course is designed to transfer manual processing methods to automated procedures. Problems to be programmed will consist of the accounting concepts learned in Accounting 210. Students will learn to use the Fortran language.

Prerequisites: Accounting 210 or Bookkeeping 140 and 141.

## **245 Cost Accounting: (5)**

Application of accounting principles to manufacturing costs. The course includes job order, process and standard cost systems with applications of cost data for management use. Special emphasis on materials accounting, payroll distribution and overhead allocations.

Prerequisite: Accounting 220.

## **250 Tax Accounting: (5)**

The individual income tax, including determination of taxable income and deductions with emphasis on the preparation of individual tax returns. Tax laws, accounting procedures, and preparation of required

tax returns for state and federal business taxes, payroll deductions and records; income tax records for corporations.

Prerequisite: Accounting 220.

## **255 Practicum in Accounting: (5)**

A cooperative work experience in acceptable positions in accounting or related office work.

Prerequisite: Permission of the instructor-coordinator.

## **260 Auditing: (5)**

A course in the auditing procedures involved in connection with the assets, equities, revenue and expense and the preparation of reports; intended to acquaint the student with the duties of the auditor and his analysis of accounting records.

Prerequisite: Accounting 220; Accounting 230 and 231 are recommended.

## **299 Advanced Problems: (5)**

Investigation of media with emphasis on development of individual skill.

Prerequisite: Permission of instructor; this course is generally recognized as an extension of a course series and is available in all areas.

# AEROSPACE STUDIES

Through an agreement with the University of Puget Sound, TCC students may take aerospace studies classes in the Air Force Reserve Officers Training Corps at UPS. Students should be advised that the academic calendar at UPS differs from that of TCC.

## **110, 115 U.S. Military Forces in the Contemporary World: (2½ credits per term)**

An introductory course on the mission, organization, and weaponry of Air Force units. Course includes study of strategic offensive, strategic defensive, and some general purpose, and aerospace support forces as well as training in drill, military customs and courtesies, and Air Force orientation.

## **210, 215 U.S. Military Forces in the Contemporary World: (2½ credits per term)**

An introduction to aspects of U.S. defense policy. The continuity of the course is based on an attempt to show how and where the military instrument of national power fits into American foreign policy. The course recounts the background and structure of the organization of the military instrument and the agencies and methods involved in the making of defense policy.

# ANTHROPOLOGY

## 100 Introduction to the Study of Man: (5)

Introduction to the sub-fields of anthropology including physical anthropology, archaeology, socio-cultural anthropology and linguistics through the study of human biological, cultural and social evolution and through consideration of the present biological and socio-cultural variations of mankind.

## 107 Indians of North America: (5)

An anthropological investigation of the diversity of cultures among the Indians of North America.

## 201 Principles of Physical Anthropology: (5)

The study of human and non-human primate evolution through two approaches: an examination of the fossil record, and an examination of the biological and behavioral variability in living populations.

## 202 Principles of Social Anthropology: (5)

An introduction to and analysis of the social and cultural variation of mankind as expressed in diverse economic, social, political, and religious systems around the world.

## 205 Principles of Archaeology: (5)

An introduction to the study of the prehistory of man as revealed by his material remains; includes consideration of excavation techniques, analysis of artifacts and dating, and a survey of world prehistory from the beginnings of culture to the appearance of writing.

# ART

The following courses have no prerequisite requirements:

- Art 100 Appreciation of the Visual Arts
- Art 105 Beginning Drawing
- Art 109 Beginning Design
- Art 131 Ceramics
- Art 150 Printmaking
- Art 156 Oil Painting
- Art 158 Water Color
- Art 172 Sculpture
- Art 205 Lettering
- Art 212 Art History (Ancient through Medieval)
- Art 213 Art History (Renaissance through Modern)
- Art 220 Photography

The following courses require Art 105 and Art 109 as prerequisites:

- Art 231-232-233 Ceramics
- Art 250-251 Printmaking
- Art 256-257 Oil Painting
- Art 258-259 Water Color
- Art 272-273-274 Sculpture

Requirements for advanced art courses — Art 105 (Beginning Drawing) and Art 109 (Beginning Design) — should be taken during the first quarter. If scheduling does not allow this, either may be taken separately or concurrently with an advanced art course the first quarter and the other requirement in the following quarter.

Most four-year colleges require of art majors additional quarters of both drawing and design. If the student intends to transfer, he should check the requirements of the college or university of his choice.

Note: The College reserves the right to temporarily retain, for exhibit or photographing, any student work submitted for credit.

## 100 Appreciation of the Visual Arts: (5)

(For non-majors, not a prerequisite for the art program.) Designed to lead to an understanding and appreciation of the visual arts — painting, sculpture, architecture, etc.; lecture and studio.

## 105 Beginning Drawing: (5)

General exploration of various techniques and media through the study of composition, perspective, and form.

## 106, 107 Drawing: (5, 5)

Further development of basic skills in rendering with emphasis on compositional concepts.

Prerequisites: Art 105 for 106; 106 for 107.

## 109 Beginning Design: (5)

Fundamentals of art structure as the basis for creative work; organizing of line, shape and color in space; studio.

## 110 Design: (5)

Emphasis on materials in the approach to design.

Prerequisite: Art 109.

## 131 Beginning Ceramics: (5)

For non-majors. General introduction to building and decorating pottery. Course is offered for students interested in pottery and in obtaining 5 humanities credits but not intending to transfer to a 4-year college as an art major.

No prerequisite.

## 150, 151 Printmaking: (5, 5)

For non-art majors. General guidelines for the course are the same as for Art 250, 251. Course is offered for students interested in printmaking and in obtaining 5 humanities credits but not intending to transfer to a 4-year school as an art major.

No prerequisite — 150.

Prerequisite: Art 150 for 151.

## 156, 157 Painting: (5, 5)

For non-art majors. Beginning oil painting without prerequisites, with emphasis on developing personal skills and techniques of the media; landscape and still life.

Prerequisite: Art 156 for 157.

**158 Water Color: (5)**

For non-art majors. General guidelines for the course are the same as for Art 258. Course is offered for students interested in water color and in obtaining 5 humanities credits but not intending to transfer to a 4-year school as an art major.

**172 Beginning Sculpture: (5)**

For non-majors. Basic introduction to sculpture design, techniques and materials. Course is offered for students interested in sculpture and obtaining 5 humanities credits but not intending to transfer to a 4-year school as an art major.  
No prerequisite.

**205 Lettering: (5)**

Introduction to calligraphy, designing lettering styles, layout application for both commercial and individual needs.

**212, 213 History of Western Art: (5, 5)**

An introduction to the major achievements in the principal media from pre-historic times to the present. Illustrated lectures. 212: Ancient through Medieval. 213: Renaissance through Modern.  
No prerequisites.

**220 Photography: (5)**

An introduction to the operation of still-cameras, the composition of pictures, the physical and chemical properties of film and the development of photographic prints in the darkroom. Emphasis will be on the student's improvement in both technical and aesthetic skills.

**221 Photography: (5)**

A second quarter study of black and white still photography. Course content covers the following: light-modifying filters, chemical capacities, types of enlargers and their varying results, factors of pictorial composition, artificial light patterns, lighting ratios, flash photography, available light photography, printing controls, print toning, retouching, mounting, expansion and contraction of film development, and increasing effective film speeds.  
Prerequisite: Art 220 or equivalent.

**231, 232, 233 Ceramics: (5, 5, 5)**

Pottery: hand-building processes, wheelthrowing, decoration techniques, glazing and firing.  
Prerequisites: Art 105 and 109 (or 131) for 231; 231 for 232; and 232 for 233.

**250 Printmaking: (5)**

Basic principles of printmaking methods, including relief (woodcut, linoleum, block print), stencil (silk-screen) and intaglio (etching, engraving, collograph). Each student is encouraged to work in one of the above processes rather than all three, and to explore individual techniques. Each process is described and demonstrated with basic materials and

techniques at the beginning of each quarter.  
Prerequisites: Art 105 and 109.

**251 Printmaking: (5)**

If the student continues study of work from Art 250, emphasis will be given to multiple color printing in traditional and experimental techniques; selection, handling and care of printing papers; and solutions to color registration. Or the student may elect to work in a process different from that of the preceding quarter; or combinations of the various processes and techniques (woodcut with silkscreen, for example).  
Prerequisite: Art 250.

**256 Beginning Oil Painting: (5)**

Emphasis on individual expression through the study of historical styles and methods; landscape and still life.  
Prerequisite: Art 105 and 109.

**257 Oil Painting: (5)**

Exploration of contemporary painting styles and techniques; landscape, still life, and figure.  
Prerequisite: Art 256 for 257.

**258 Beginning Water Color: (5)**

Study of basic techniques of water color, including projects in still life, landscape, and experimental composition.  
Prerequisite: Art 105 and 109 (or 158).

**259 Water Color: (5)**

Principles of composition and design as well as study of color and the understanding and mastery of technical problems in handling of water colors.  
Prerequisite: Art 258 for 259.

**272, 273, 274 Sculpture: (5, 5, 5)**

Fundamentals of sculpture composition in the round or in relief: exploration of media, tools, techniques and approaches.  
Prerequisites: Art 105 and 109 (or 172) for 272; 272 for 273; 273 for 274.

**299 Advanced Problems in Art: (5)**

Art 299 courses are an extension of existing course sequences and are subject to the same fees as the individual courses within the sequence chosen. All 299 classes require the permission of the instructor. Prerequisite to registration for any 299 class is the satisfactory completion of the entire course sequence offered by the department in that particular medium; i.e., 299C Advanced Problems in Drawing, has a prerequisite of Art 105, 106 and 107.

299A	Ceramics	299F	Photography
299B	Design	299G	Printmaking
299C	Drawing	299H	Sculpture
299D	Lettering	299I	Water Color
299E	Oil Painting		

# ASSOCIATE DEGREE NURSING

## **101 Nursing I: (7)**

Learning experiences designed to develop basic skills in patient care, based on the premise that the nursing process incorporates: assessing, planning care, implementing the plan and evaluating the results. Skills in the physical care of the patient are taught along with principles of observation, reporting and recording. Also some identification in the historical background, educational patterns and projected practices of nursing. (4 hours lecture — 6 hours laboratory per week.)

## **102 Nursing II: (7) (Mental Health)**

Learning experiences designed to develop attitudes of acceptance, understanding and respect for the dignity of individuals, regardless of behavior. Skills in communication and interpersonal relationships are developed, and an opportunity is provided for students to establish therapeutic relationships with selected patients. (4 hours lecture — 6 hours laboratory per week.)

Prerequisites: Nursing 101; Psychology 100 or concurrently.

## **103 Nursing III: (7) (Maternal & Infant)**

Learning experiences designed to provide an opportunity to study and participate in the care of the mother, throughout the normal maternal cycle, and to participate in the care of the newborn infant. (4 hours lecture — 6 hours laboratory per week.)

Prerequisites: Nursing 102; Biology 201; Psychology 206 or concurrently.

## **201, 202, 203 Nursing IV, V, VI: (8, 12, 12)**

Learning experiences designed to provide an opportunity to develop more advanced concepts and skills in patient care. A sequence of three courses involving a chronologic development of the illnesses and/or accidents which affect various age groups, including principles of medical and surgical treatment, asepsis, rehabilitation, teaching, pharmacology and team nursing. The daily needs of people are further developed along with emphasis on the nursing needs of patients. (Nursing 201: 4 hours lecture — 8 hours laboratory per week; Nursing 202: 5 hours lecture — 14 hours laboratory per week; Nursing 203: 4 hours lecture — 16 hours laboratory per week.)

Prerequisites: Nursing 103; Psychology 206; Biology 201, 206, 207, 208 or concurrently; Nursing 201 for 202; Nursing 202 for 203.

# CONTINUING EDUCATION NURSING

## **210 Patient Care Management: (2)**

Opportunity for licensed nurses (R.N. or L.P.N.) to increase their understanding and skill in the management aspects of patient care. This includes assessing, planning, and evaluating for the care of groups of patients in a variety of settings.  
Prerequisite: Licensure, either R.N. or L.P.N.

## **211 Patient Assessment: (2)**

This course is designed to provide additional knowledge for the currently employed nurse. The emphasis on patient assessment is in keeping with the current trends of nursing practice. It provides another item in the data base of the plan of care for the patient.  
Prerequisite: Licensure, either R.N. or L.P.N.

## **212 The Problem-Oriented Medical Record: (2)**

To acquaint the practicing nurse with the basic components of the problem-oriented medical record and to develop skill in utilization of this type of record.  
Prerequisite: Licensure, either R.N. or L.P.N.

## **213 Advanced Concepts of Maternity Nursing: (2)**

An opportunity for the licensed practitioner to increase her understanding of the concepts and techniques of maternity nursing as it is practiced today.  
Prerequisite: Licensure, either R.N. or L.P.N.

## **214 Nursing of the Cancer Patient: (2)**

A course designed to increase the knowledge and skill of nurses relative to the care of the patient who has cancer.  
Prerequisite: Licensure, either R.N. or L.P.N.

## **215 Intensive Care Nursing: (2)**

A course designed to increase the knowledge and skill of practitioners relative to the patient who is in the intensive care unit.  
Prerequisite: Licensure, either R.N. or L.P.N.

## **216 Geriatric Nursing: (2)**

A course designed to increase the knowledge of the aging process and associated problems and to consider approaches to the solution of such problems.  
Prerequisite: Licensure, either R.N. or L.P.N.

## **217 Coronary Care Nursing: (2)**

A course designed to increase the knowledge and skill of the practitioner's relation to the patient who is in a coronary care unit.  
Prerequisite: Licensure, either R.N. or L.P.N.



# BANKING and FINANCE

The Banking and Finance programs are designed to provide students with the maximum flexibility in achieving educational objectives consistent with their particular aspirations and career goals. (Please refer to the two-year program outline for Banking and Finance on Page 22 of this catalog.) There are a minimum number of required courses in the curriculum. Through constant revising and updating, elective offerings as determined by the American Institute of Banking give the students considerable latitude in selecting courses within subject content areas which satisfy specific needs and objectives.

Information concerning course descriptions may be obtained in the Business Occupations Office, Building 20.

## BIOLOGY

### **G-100A Biological Science: (5)**

A survey of biological principles derived from a study of the plant and animal kingdoms.

### **100 Basic Ecology: (5)**

(A course for non-science majors.) The basic understanding of ecology: A study of the interrelationships between organisms in biological communities, the environmental factors in communities, chemical cycles, and plant and animal populations.

### **101, 102 General Biology: (5, 5)**

The principles of biology as they apply to both plants and animals; origin and nature of life, processes by which it maintains and increases itself, varied living forms, basic biological principles.

Prerequisite: Biology 101 for 102.

### **103 General Biology: (5)**

A molecular approach to the study of biology; an investigation of the chemistry of living systems, starting with the structure and function of the cell.

Prerequisite: High school chemistry or the equivalent, and Biology 102.

### **106 Contemporary Biological Problems: (5)**

(A course for non-majors.) A survey of current biological problems including pollution, population, drugs, and genetic abnormalities. The course includes laboratory experience and field trips to see these problems first hand.

### **108 Natural History of the Pacific Northwest: (5)**

A non-majors course; useful to elementary teachers and outdoor education majors.)

A field and laboratory course covering phases of the natural history of the region, with emphasis on the organism's environmental requirements. Laboratory and field trips will involve classification and preparation of specimens.

### **111 Botany: (5)**

An introduction to the structure, physiology and reproduction of plants with emphasis on seed-producing groups. (Satisfies requirements for forestry, agriculture, wildlife, botany, and pharmacy majors. Meets laboratory science requirement for non-biology majors.)

Prerequisite: One year of high school biology.

### **112 Botany: (5)**

An introduction to the major groups of the plant kingdom, structure, reproduction, and theories of evolutionary relationship. Emphasis on life cycles of major types of plants.

Prerequisite: Biology 101 or 111 or permission of instructor.

### **150, 151 Anatomy and Physiology: (5, 5)**

A course in the structure and function of the human body, specifically for students in health programs.

### **201 General Microbiology: (5)**

The biological characteristics and chemical activities of bacteria, molds, yeasts, viruses, rickettsia protozoa and algae. The relationship of microorganisms to disease is developed and the grouping of disease-spreading agents according to their methods of transmission and portal of entry. A requirement for registered nurses.

Prerequisites: Biology 101; chemistry 101 strongly recommended.

### **206, 207, 208 Anatomy and Physiology: (5, 5, 5)**

Study of the structure and function of the human body with the aid of a physiograph, anatomical charts, models, human skeletons and other human materials.

Prerequisites: 206 for 207; and 207 for 208.

### **240 Marine Biology: (5)**

A field, laboratory and lecture course dealing with the occurrence, distribution and identification of marine plants and animals of Puget Sound. Special emphasis on the shore-dwelling forms and their ecological relationships and life histories. Field trips to varied environments available in the area.

**FIRST YEAR  
(1965-66)**

**A DREAM CAME TRUE . . .**

Tacoma Community College was authorized by the Washington State Board of Education on July 9, 1963, to begin operations for the 1965-66 academic year. Tacoma School District No. 10 had requested a community college for Tacoma and Pierce County as early as 1961. District 10 directors, Michael J. Sterbick, president; Frank J. Gillihan, vice-president; J. L. Boze; Fred T. Haley; and David R. Tuell, Jr., provided the impetus for Tacoma's community college and served as its first board of directors.

**. . . AND THE WORK HAD JUST BEGUN . . .**

Development of educational specifications for TCC began in July 1963. Anticipating authorization for a community college, School District 10 directors had purchased a 150-acre site and had successfully submitted a \$500,000 bond issue to raise local matching funds for campus construction. The educational specifications became, upon adoption by the Board of Directors on November 22, 1963, a preliminary master plan for campus development.

It was decided that a facility should be designed to accommodate between 2500 and 3000 students, and that campus buildings would be constructed in two principal phases, spanning a period of 33 months. The first phase would be limited to classroom buildings and faculty offices. Lyle Swedberg and Associates, architects, provided the design.

Completion of 44 classrooms, five large lecture halls, and 13 seminar rooms was accomplished prior to and during the first operational year. They provided ample space for the initial enrollment as well as temporary facilities for the library, bookstore, listening laboratory, student body offices, and the business office. In addition to the campus facilities, off-campus sites were borrowed or rented. By the end of winter quarter 1966, all academic classes were conducted on campus.

Three particular characteristics were incorporated into design of the campus. First, the campus was designed without steps, with minimum grades on the walkways, and with special restroom facilities in several of the buildings to provide maximum convenience for students with physical disabilities. Secondly, special emphasis was placed on the college library. Thirdly, departmentalization of faculty offices was avoided in order to direct the attention of each faculty member to all aspects of the entire college.

**. . . SO WITH THE COMBINED EFFORTS OF . . .**

**. . . THE ADMINISTRATION . . .**

Thornton M. (Tom) Ford, director of extended education for the Tacoma School District, was appointed TCC's first president in May 1964.

John N. Terrey, was named dean of instruction and Richard C. Falk, was appointed dean of students.

**. . . THE FACULTY . . .**

Thirty-one full-time faculty members were appointed to TCC: William G. Anderson, Doris Bennett, Russell E. Clark, Robert Dezell, Rolland Evans, Doreen Faure (now Amoroso), Mario Faye, Frank E. Garratt, Jr., Sheldon Gilman, John R. Heinrich, Jack Hyde, Luther T. Jansen, Monty B. Jones, Robert Lathrop, Ronald Magden, Harry Markowicz, Arthur D. Martinson, Paul Michaels, Mary G. Palo, Loyd Percy, Richard Perkins, Robert R. Rhule, Henry Schafer, B. Howard Shull, Carolyn Simonson, Morris Skagen, J. Paul Steadman, Morris Summers, Phyllis Templin, Margit A. von Bredow, Mary Anne West.

**. . . AND THE CLASSIFIED STAFF . . .**

Fifteen classified staff members began the first year of TCC's operations: Sonja Andersen, Mary Jo Bellamy, Betty Bolinsky, Mel Botnen, Lorraine Hildebrand, Genny Huber, Helen Huffman, Mary Pattee (now Kennedy), Dave Perry, Diane Porlier, Millie Rohrs, Carole Rucker, Dee Strenge, Bonnie Waggoner, Margaret Williams.

**. . . GREAT STRIDES WERE MADE . . .**

During TCC's first year of operation, three educational programs were offered:

—The academic transfer program was designed to provide for the student an academic experience comparable to that offered in the first two years of a baccalaureate program.

—The general studies program was designed to meet the needs of students who do not seek a baccalaureate degree or who conclude that their academic ability is not strong enough to compete successfully in the transfer program.

—The community services program was designed to offer a program of continuing education for adults in the community.

**. . . AND ACCOMPLISHMENTS WERE GREAT!**

Under the three educational programs, 238 courses were offered. Students numbering 3463 availed themselves of the educational opportunity during 1965-66.

The efforts of all concerned culminated in the first TCC commencement ceremonies. On Saturday, June 4, 1966, at Mt. Tahoma High School, eight Associate in Liberal Arts degrees and one Associate in Technical Arts degree were awarded to TCC's first graduates:

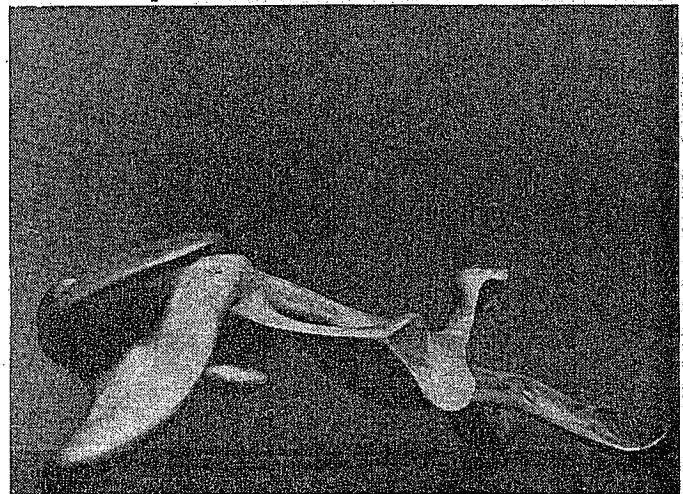
Sharon Lee Arneson  
Diana Laurine Cole  
Donna Mae Dupea  
Dennis Warren Evans  
William J. Evenson

Shirley Mardel Ostenson  
Marie E. Rolstad  
Patricia Ann Stoaks  
Virginia Maria Tamayo



—“Velvet Lady” (in progress)  
Deanne Lemley  
Oil

—Untitled  
Stan Topolski  
Wood Sculpture



## SECOND YEAR (1966-67)

### PROGRESS CONTINUED . . .

TCC's second year saw enrollment increase to 5156, a gain of 1693 students.

Instructors in anthropology, economics, English and music; a health counselor; an admissions and records officer; and a new dean of instruction were appointed.

### . . . NEW ROADS WERE FOLLOWED . . .

—Initiated during fall quarter was "The Institute in Contemporary Corrections and Behavioral Sciences," a two-year program for security officers, policemen, juvenile correctional workers and state patrolmen. The program was jointly developed by TCC and the U.S. Penitentiary, McNeil Island.

—General psychology was offered for McNeil inmates. Thirty televised lectures were broadcast over KTPS-TV, Tacoma School District's educational television station, and Robert Lathrop from TCC conducted ten meetings of 2½ hours each at the prison.

—TCC entered into cooperative agreements with St. Joseph's Hospital School of Nursing and St. Joseph's Hospital School for Medical Record Technicians. TCC provided English, science and elective courses to St. Joseph nursing students, and campus courses in English, biology, zoology, medical terminology, and electives augmented the two-year curriculum in medical records.

### . . . MONUMENTAL CHANGES OCCURRED . . .

Under provisions of Chapter 8, Laws, Extraordinary Session 1967 RCW (known as the Community College Act of 1967), TCC and other community colleges in the state were separated from the jurisdiction of local school districts. The Board of Trustees of TCC was thereby created, including:

Charles L. Edmunds, elected chairman, one year  
Frank Cooper, elected vice-chairman, two years  
Maxine Myers, three years  
John Binns, four years  
Lewis Hatfield, five years

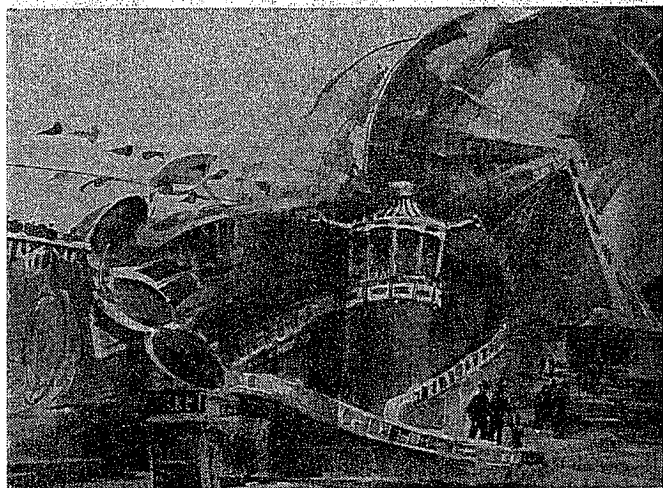
The new trustees held their organizational meeting on May 31, 1967. Following election of officers, they retained Dr. Ford as president, appointed Paul Jacobson dean of instruction, and adopted the college seal, designed by Lyle Swedberg, still in use today.

### . . . AND RESULTS WERE GRATIFYING.

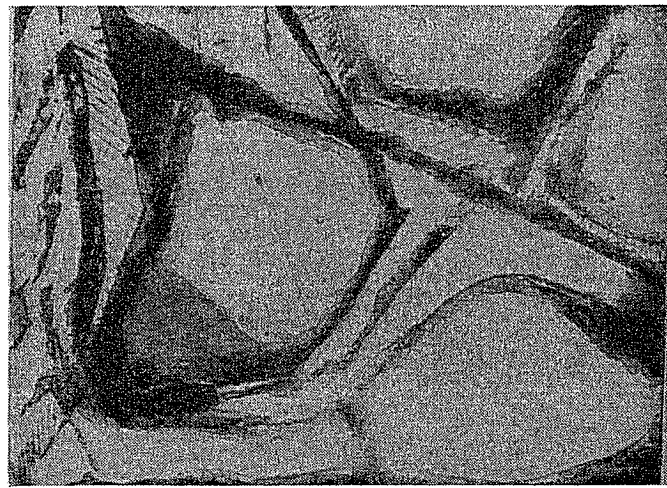
The number of courses taught increased to 270.

On June 4, 1967, 124 degrees, 114 Associate in Liberal Arts and 10 Associate in Technical Arts, were awarded in TCC's second commencement exercises, which were held for the first time in TCC's gymnasium.

The tradition of the President's Medal was established during those ceremonies. The President's Medal is awarded to the person who has the highest cumulative grade point in at least 45 credit hours at TCC. The first such medal was awarded to Diane Marie Pellagrini, with a 3.90 grade point average.



—"Dizzy Land"  
Deanne Lemley  
Water Color



—Untitled  
Pearl Peterson  
Intaglio

## THIRD YEAR (1967-68)

### WORK BEGAN EARLY . . .

TCC's third year began with a new phenomenon. The first summer session was held during the summer of 1967. Over 50 courses from the regular curriculum were offered. A total of 414 students registered for the first summer session.

During "Galaxy '67," a six-week enrichment program planned cooperatively by the staffs of TCC and Tacoma Public Schools, TCC hosted 55 high school students. They were selected from Tacoma's four high schools on the basis of high motivation, a spirit of inquiry, and records of achievement. The curriculum, designed to encompass material not usually encountered in high school, included such diverse subjects as astronomy, art, folk music, the hippies, and problem solving techniques.

### . . . AND FREQUENTLY ENDED LATE . . .

TCC's third year enrollment increased to 8020, a gain of 2864 students.

To accommodate the increase, some 37 new faculty members were appointed in the fields of anthropology, art, biology, business, chemistry, communications, counselling, English, financial aids, French, general studies, geology, history, library, mathematics, music, physical education, political science, psychology, speech, student activities, and testing and learning skills.

In addition, TCC gained a director of community services and a dean of administrative services.

In July 1967, the Board of Trustees adopted the by-laws by which it operates today.

Fall quarter 1967 marked the beginning of an "Academic Exploratory Program." It was provided for the entering student who required a selective introduction to collegiate instruction. "The central focus of the program was an increasingly rigorous introduction to those communication skills necessary for success in any college level program."

TCC's theater was christened on December 13 with a concert by the TCC chamber orchestra, choir and concert band.

Winter quarter 1968 marked TCC's original accreditation by the Northwest Association of Secondary and Higher Schools.

During campus dedication ceremonies February 15-17, nineteen buildings were dedicated, and Dr. Thornton M. Ford was installed as president on February 16.

Plans for an arboretum to be developed as proposed by the Capitol District of Washington State Federation of Garden Clubs and TCC were approved in February. In March, TCC participated with Seattle University in the Head Start Program. In May, campus regulations and disciplinary probation were approved, TCC began participation in the New Careers Program for disadvantaged persons, and a Police Science Program agreement was approved.

### . . . AND THE TASKS WERE MORE THAN ACCOMPLISHED.

Courses offered in 1967-68 numbered 290. On June 7, 1968, 167 degrees were awarded, 140 Associate in Liberal Arts and 27 Associate in Technical Arts, during commencement ceremonies in TCC's gym.

(FOURTH YEAR)  
(1968-69)

STUDENTS CONTINUED COMING . . .

TCC's fourth year saw a total of 11,631 students register for classes, a gain of 3611 over the third year.

. . . AND TEACHERS CONTINUED TEACHING . . .

Nineteen new faculty members were appointed in the fields of anthropology, art, biology, counseling, drama, economics, English, financial aids, history, mathematics, philosophy, political science, sociology, and testing and learning skills.

In addition, TCC gained a new dean of students, a special assistant to the president for planning and new resources, and a dean of community services.

. . . HAPPENINGS CONTINUED HAPPENING . . .

In October 1968, work by Signal Equipment Company for a private telephone system was approved by trustees.

In February 1969, TCC students were commended for funding "The Art of Survival through Coloration," an exhibit built at the Point Defiance Aquarium by Dr. Jens W. Knudsen. A bronze plaque was placed at the site.

In March 1969, trustees approved the General Education Program.

Mrs. Jane McKee donated the Lawrence K. McKee Memorial Organ to the college in memory of her late husband. Washington State University professor George Scott performed for dedication ceremonies in May 1969.

The site for TCC's arboretum (now the Maxine Myers Memorial Arboretum) was dedicated, also in May.

Specifications for an addition to the science building, for an additional faculty building (20) and a maintenance building (21) were approved.

. . . AND THE FOURTH YEAR ENDED.

During the 1968-69 year, 301 courses were offered. On June 8, 1969, 257 degrees were awarded, 227 Associate in Liberal Arts and 30 Associate in Technical Arts.

—Untitled  
George Stroud  
Wood

—Untitled  
George Stroud  
Sculpture

FIFTH YEAR  
(1969-70)

AND TCC GREW . . .

TCC's fifth year saw enrollment increase, once again, to 17,769, a gain of 6183 over the fourth year.

. . . WITH NEW PEOPLE . . .

Fourteen new faculty members were appointed in the fields of biology, communications, community services, counseling, English, German, mathematics, physics, and sociology.

. . . IN NEW AREAS . . .

Policies providing for challenging a course, advanced placement, and taking of courses for an "S" grade were established.

In May 1970, TCC decided to provide its own security services in lieu of contracting services with an off-campus security firm.

TCC's accreditation by the Northwest Association of Secondary and Higher Schools was extended for three years in June 1970.

A new policy for awarding degrees was established. Degree certificates would henceforth be mailed out at the end of every quarter to students who qualified. Attendance at commencement became optional.

For the first time, general education courses were offered evenings and Saturdays.

Doris Bennett became the first regular TCC faculty member to retire from TCC, in June 1970. She had joined the TCC faculty as an English instructor during TCC's first year of classes.

. . . WITH NEW RESULTS.

During TCC's fifth year, 309 courses were offered.

In June 1970, TCC graduated its first McNeil Island Penitentiary inmate. Anthony Fernandez had earned all the credits for his degree while serving a sentence at McNeil.

At the end of spring quarter 1970, TCC awarded its first Associate in Arts and Sciences degrees. A total of 369 degrees were awarded; 110 Associate in Arts and Sciences, 219 Associate in Liberal Arts, and 40 Associate in Technical Arts.

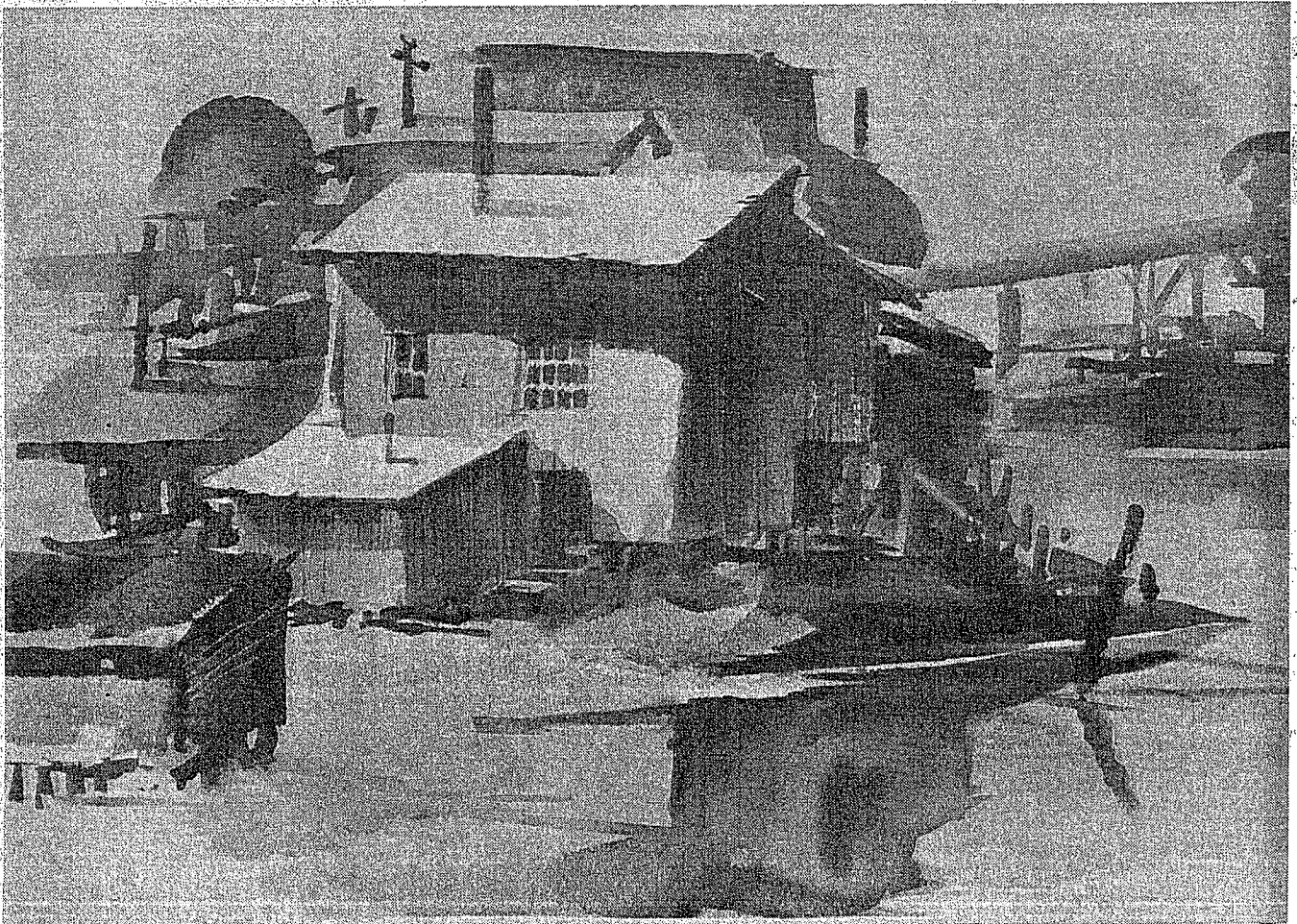
## IT'S HARD AT FIRST

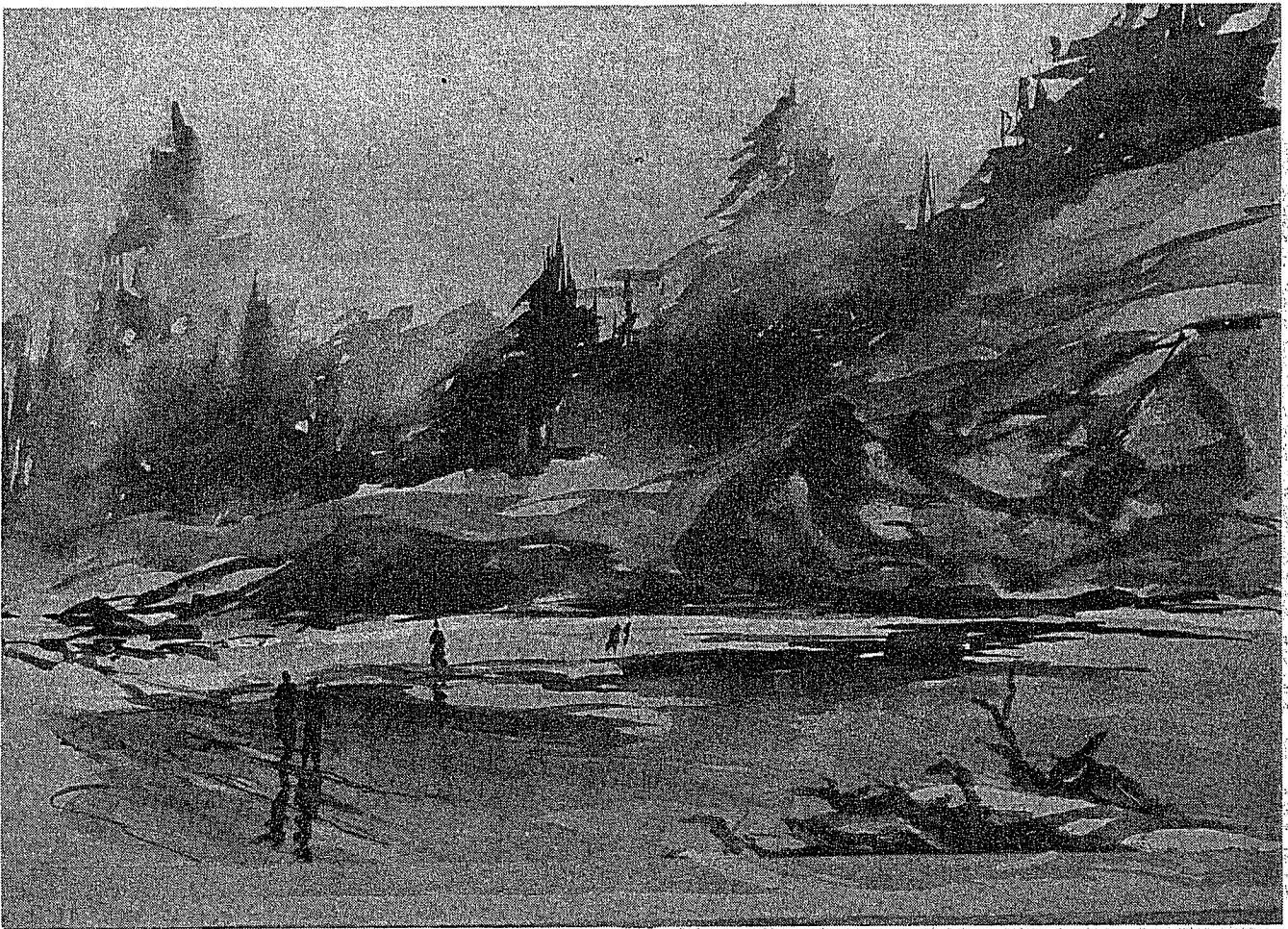
It's hard at first to do;  
Nature  
And our senses  
Are often rusty when they meet.  
Of course, from the start  
We are taught to reason everything,  
To form modes for understanding,  
Filters and walls for self defense;  
A multiple of socialized attitudes,  
In order to deal with  
Confront  
Reality.

Stop!  
everything.

Don't think, don't wonder, don't process.  
Perceive what is outside, use  
All your body;  
Observe without thought,  
Smell without association,  
Maybe taste a leaf for the first time.  
Can you  
Just BE?  
It's hard at first to do;  
Nature  
And our senses  
Are often rusty when they meet.

—Bob Averett





—“Sea View”  
Deanne Lemley  
Water Color

### SOMETIMES

Like a lonely log drifting out to sea;  
Or maybe just a tree branch  
bumping down a stream,  
I wander through the rapids;  
Over crashing waves  
toward some new stretch of beachland;  
Or some old shallow grave  
And on the way I'm hoping  
to find a barrier reef;  
A strong wall in a rockbed  
enough so I can reach.

I want to grab a hold somehow  
and linger for awhile,  
but I know my journey calls me  
And for life's constant flow  
there can be  
No denial . . .  
I'm really not unhappy  
for there is no other way;  
yet sometimes,  
god,  
my only wish  
is to find a place to stay.

—Bob Averett

SIXTH YEAR  
(1970-71)

THERE WAS STILL MUCH TO DO

Fourteen new instructors were appointed in the fields of anthropology, biology, business, chemistry, counseling, English, geography, German, library, physical education, and reading and learning skills.

In addition, a new position of director of occupational education was established and filled in June 1971.

AND DO

In October 1970, the Tacoma Community College Association (TCCA) was recognized by trustees as fulfilling Professional Negotiations Law provision for a faculty senate or similar organization.

TCC published a bibliography of the Pacific Northwest Indians in conjunction with the Tacoma Public Library. It was the first bibliography of its kind.

In November, Tacoma Mayor Gordon Johnston proclaimed Community College Week, recognizing TCC's contribution to the quality of life in the City of Tacoma.

In January 1971, Weekend College began. Credit courses were offered on Saturdays for the first time.

Faculty building 20 was completed and occupied during January 1971.

The Tacoma Community College Staff Association's (TCCSA) petition for formation of a bargaining unit to include all classified personnel, except those represented by the Operating Engineers Union, was approved by the Higher Education Personnel Board in February 1971.

Guidelines for designating occupational program advisory committees were approved by the Board in February 1971.

An application for resources to provide comprehensive educational services in low-income housing communities was approved by the Department of Health, Education and Welfare in March 1971.

The Junior Accountant Program began in the spring of 1971.

In April 1971, trustees authorized the president to sign an application for membership in the Northwest Athletic Association of Community Colleges (NWAACC).

In May 1971, adult high school completion began to be handled as an on-campus activity and part of community services. The contractual agreement with Tacoma Public Schools was terminated.

In May 1971, Carl Brown was elected chairman of the Puget Sound Regional Minority Affairs Consortium.

WITH INCREASINGLY SATISFYING RESULTS!

Courses offered during 1970-71 numbered 315. On June 5, 1971, 419 Associate degrees were awarded, 157 Associate in Arts and Sciences, 216 Associate in Liberal Arts, and 46 Associate in Technical Arts.

SEVENTH YEAR  
(1971-72)

NEW FACES

Two new faculty members were appointed, one in career development and one in mathematics.

AND NEW IDEAS

TCC began to participate in several new ventures during this particular year. Several educational and community programs had their roots in this year, such as the Conifer Grant Program, the General Adult Training and Education (GATE) Program, the Community Involvement Program, the Emergency Medical Service Program, the Associate Degree Nursing Program, the Banking and Finance Program, R.O.T.C. for TCC students, and an instructional program with Western Washington State College including 15 hours of advanced graduate level work.

Building 15-8 was reassigned to student government for a campus lounge area. Admissions and Records moved from 5A to building 6, and counselors were housed in 5A. The maintenance building (21), the science complex (10) and TCC's tennis courts were completed.

The Higher Education Personnel Board notified TCC that the Washington Federation of State Employees had been certified as the exclusive bargaining agent for certain classified staff at TCC, in December 1971. In March 1972, trustees also recognized the certification of the Tacoma Community College Federation of Teachers as the employee organization representing academic employees of the district.

Trustees adopted a policy of affirmative action insuring fair representation of women and minorities and the elimination of job selection criteria which would, because of bias, exclude any individual from employment by the college. Academic freedom was assured in the Cooperative Board Academic Personnel Relations Agreement adopted in December 1971. Trustees, faculty and staff attended orientation in Management by Objectives.

SAD TIMES

TCC's second faculty member to retire was Mrs. Rogene Ragsdale, who retired at the end of the 1971-72 school year after seven years as TCC health adviser.

AND GLAD TIMES

On October 28, 1971, TCC held its first annual Board Recognition Banquet, honoring its trustees for their service to the college.

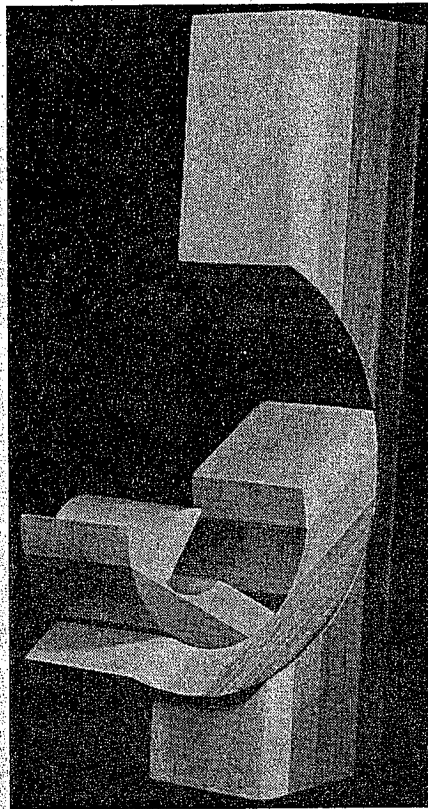
MADE IT A VERY GOOD YEAR.

Courses offered during 1971-72 numbered 388.

On June 3, 1972, 517 degrees were awarded, 248 Associate in Arts and Sciences, 216 Associate in Liberal Arts, and 53 Associate in Technical Arts.

For the first time in TCC's history, 96 high school diplomas were awarded, also during the commencement exercises.

And for the first time, three graduates qualified for TCC's highest scholastic honor, the President's Medal, with averages of 4.0.



—Untitled  
Rosemary Dye  
Laminated Wood



—Untitled  
Rosemary Dye  
Cast Bronze

**EIGHTH YEAR  
(1972-73)**

**EXTERNALLY . . .**

TCC participated in two interlocal agreements with other colleges in the system, a public information consortium for joint publication of information regarding community college programs and opportunities and a library cooperation project. In addition to these agreements, TCC, Fort Steilacoom, Green River and Highline community colleges cooperated in a concurrent registration project.

One effort saw participation by all community college districts. It was the ACCESS (Assure Community College Education Sufficient Space) campaign in support of Referendum 31, a \$50,000,000 bond issue for community college construction. John Binns, one of TCC's original trustees and founder of the Friends of the TCC Library, served as TCC's campaign chairman.

**. . . AND INTERNALLY . . .**

Eight new faculty members were appointed in the fields of accounting, business, community involvement, counseling, health services, history, physical education and veterans' counseling.

Efforts in support of a Women's Studies and Services Center centered around the eighth year. The Center's purpose was to provide instructional, counseling, information and referral services to women in the community.

Starting in August, continuing education courses were to be offered for credit, and requirements for the Associate in Liberal Arts and the Associate in Technical Arts degrees were amended to include continuing education credits. An audit policy was also adopted.

Under a Public Service Careers Program contract with the City of Tacoma, TCC was to provide 216 hours of classroom, seminar, and workshop instruction on the campus.

Associated Students of TCC, for the first time, received budgetary responsibility for expenditure of the entire services and activities fee (\$14.50).

The Association of Community and Junior Colleges notified TCC in February that TCC had been designated a Service-men's Opportunity College.

**. . . SERVICES WERE PROVIDED . . .**

Two community projects were begun during TCC's eighth year. A vegetable garden project was to help provide food for charitable organizations. Members of the community as well as the college were invited to try their skill (and luck) at gardening. A community playground, agreed to when the City of Tacoma donated forty acres to the college, would soon be under way. The president was authorized to request financial assistance from the State Board for Community College Education to complete the first phase of a playground, approximately three acres.

**. . . AND EDUCATION WAS THE GREATEST OF THEM!**

During TCC's eighth year of operation, 417 courses were offered.

In commencement ceremonies on June 3, 1972, 504 degrees were awarded, 229 Associate in Arts and Sciences, 186 Associate in Liberal Arts, and 89 Associate in Technical Arts. In addition, 125 high school diplomas were awarded.



—Untitled  
Ken Stoor  
Lino-Cut



—“Hank”  
Deanne Lemley  
Pen & Ink

**NINTH YEAR  
(1973-74)**

**FAMILIAR AND NEW PEOPLE . . .**

Eight new faculty members were appointed during TCC's ninth year in the fields of business, business occupations, criminal justice, emergency medical systems, medical records technology, nursing, sociology-anthropology, and women's studies.

**. . . SUPPORTED NEW PROGRAMS . . .**

TCC was selected by the State Board for Community College Education (SBCCE) as a model for the state in Project EMS (Emergency Medical Services). The program was planned jointly by the Tacoma Fire Department and TCC. The program was to begin November 1, 1973.

TCC's Medical Record Technology program received full approval by the American Medical Record Association in September, and the Radiologic Technology program received preliminary approval. TCC's Human Service Worker program started during winter quarter.

Early in January 1974, trustees approved a request to the SBCCE for approval of an occupational education addition to TCC's building 19.

**. . . REMEMBERED OLD FRIENDS . . .**

Friends of the TCC Library, Inc. presented a collection of contemporary paperback books as a memorial to Maxine Myers, one of TCC's original trustees. Friends further obligated themselves to quarterly updating of the collection.

Trustees approved the dedication of the arboretum as the Maxine Myers Memorial Arboretum, also in memory of their fellow trustee.

The campus playground, under development with the assistance of the Church of Jesus Christ of the Latter Day Saints and the Metropolitan Park Board, was named the Sam Minitti Memorial Playground in Mr. Minitti's memory.

**. . . MODIFIED CAMPUS GOVERNANCE . . .**

A TCC governance symposium was held on April 20. A resolution adopted there and endorsed by trustees provided that student, faculty, classified and administrative groups would each select two representatives to a governance planning committee. In May, a governance restructure proposal was endorsed by trustees. TCC's Administrative Council would henceforth consist of 5 student, 5 administration, 5 faculty and 2 classified staff representatives.

**. . . SAID FAREWELLS**

Four faculty members joined the ranks of the retirees during 1973-74 after many years with the college: Ernest Anderson, Rolland Evans, Sheldon Gilman and Morris Summers.

**. . . AND ACCOMPLISHED GOOD THINGS.**

During its ninth year, TCC offered 519 courses.

In commencement exercises Saturday, June 8, 1974, 495 degrees were awarded, 283 Associate in Arts and Sciences, 127 Associate in Liberal Arts, and 85 Associate in Technical Arts. In addition, 141 high school diplomas were awarded.



## TENTH YEAR (1974 to NOW)

### PEOPLE . . .

Seven new faculty members was appointed for 1974-75 in the fields of audio-visual aids, emergency medical services, music, nursing and human service worker.

### . . . GROWTH . . .

New and growing programs promoted the need for new or remodeled facilities to accommodate them.

Trustees approved local capital funds in the amount of \$23,000 for remodeling in the art building and in the amount of \$13,000 for use in providing space for a learning assistance center. Remaining monies from the local capital fund were to be used as necessary for phase I construction of a proposed student center, contingent upon their availability following resolution of faculty salary increases.

From capital minor contingency funds, trustees authorized expenditure of \$6,000 for an instructional photography laboratory. That investment was to be returned to the college through course fees. In addition, work was to be accomplished by college personnel using existing space.

Capital minor contingency fund expenditure in the amount of \$9,300 was authorized for completion of the microbiology laboratory. Previously, trustees had allocated \$12,000 to the project.

A day care facility, proposed and operated by the ASTCC was located in the Fircrest Methodist Church. Capable of caring for 33 to 35 children in each four hour period, the center was operational in fall quarter 1974.

Groundbreaking ceremonies for the occupational education addition to TCC's building 19 were held December 9, 1974. Funding for the addition was accomplished as a result of passage of Referendum 31.

### . . . RECOGNITION OF EFFORTS . . .

TCC's accreditation by the Northwest Association of Secondary and Higher Schools was reaffirmed following a visitation.

The Division of Professional Licensing in Olympia granted full accreditation to TCC's Associate Degree Nursing Program.

### . . . ACKNOWLEDGEMENTS . . .

1974-75 was declared a Jubilee Year in TCC's history. It marks the tenth year of efforts made, services rendered, and successes accomplished.

The Northwest History Room of TCC's Resource Center was renamed the John H. Binns Room in honor of the contributions of an original TCC trustee. Mr. Binns was also founder of Friends of the TCC Library, Inc., and is still one of TCC's greatest supporters.

### . . . NEW SUCCESSES . . .

Two of TCC's newest programs held their first graduation ceremonies in August 1974. The Associate Degree Nursing Program graduated 40 nurses, and the Emergency Medical Services Program graduated twelve emergency medical technician/paramedics.

### . . . AND FAREWELLS . . .

TCC's first and only president to date, Dr. Thornton M. Ford, resigned his post in September 1974 to become Superintendent of Bremerton Schools. His departure caused presidential search machinery to be put into motion for the first time in TCC's history. (Dr. Ford had been appointed president by Tacoma School District directors and was reaffirmed by TCC's original Board of Trustees.)

In December 1974, composition of a presidential search committee was established. The committee was to be comprised of one primary and one alternate member from administration, faculty, students, and classified staff. Each group was assigned one vote. Procedures and guidelines were also established.

In the interim between Dr. Ford's resignation and the employment date established for a permanent president, July 1, 1975, Dr. Robert Rhule, director of occupational education, was appointed acting president.

Music instructor Bob Dezell retired from the faculty after ten years of service to TCC.

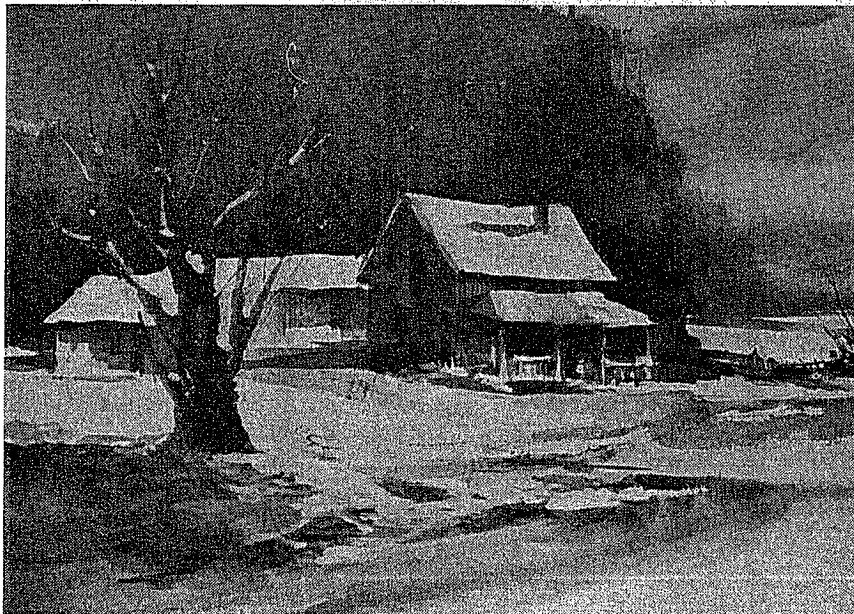
Dean of Administrative Services George Van Mieghem resigned to assume new duties in Germany.

### . . . HAVE MARKED TCC'S TENTH YEAR, SO FAR.

### AND NOW . . . ?

TCC remains dedicated to providing educational opportunity for current and future students, service to its community, and excellence in all of its endeavors.

Special tenth anniversary celebrations will be a highlight of this year. Efforts will be concentrated on a gala "open campus," May 22, 23 and 24. Numerous special events will emphasize TCC's tenth anniversary year.



—"Roof Tops in Winter"  
Deanne Lemley  
Water Color

### CREDITS

#### For Art Instruction:

Paul Michaels, Chairman

Frank Dippolito

Richard Rhea

Donald Tracey

#### For Photography:

Keith Bauer

Stan Topolski

# BUSINESS

Prerequisite: Business 103 or permission of instructor.

## **101 Business: An Introductory Analysis: (5)**

A course especially designed for students wishing to explore opportunities in the field of business. Examines the role of business in a modern economy, including its growth, structure, organization, and relationship to environment. Examines business firms: their objectives, functions and management. Examines problems of organizations, decision-making, controls, and related aspects.

## **102 Personal Finance: (5)**

A course in consumer education covering personal finance, budgeting, buying goods and services, personal income tax, insurance, investment principles and real estate transactions.

## **103 Typing I: (3)**

Typing fundamentals including mastery of the keyboard, centering, tabulations, memos, letters, and manuscripts.

## **104 Typing II: (3)**

Skill development and typing of common business forms including letters, memos, tables, invoices, reports.

Prerequisite: Business 103.

## **105 Typing III: (3)**

Advanced typing problems including complex tables, tabulations, reports. Statistical typing.

Prerequisite: Business 104.

## **110 Business Mathematics: (5)**

A review in arithmetic: problems in billing, profits, trade discounts, cost taxes, installment buying, payroll, insurance, depreciation, business expenses, interest and fund accumulation.

## **115 Business Machines: (3)**

Instruction and practice in operating 10-key adding machines, printing calculators, and electronic calculators to solve common business problems.

## **116 Records Management: (3)**

Basic principles and procedures of records storage and control using the following systems: alphabetic, geographical, numeric, and subject.

## **117 Machine Transcription: (3)**

Transcribing mailable business related correspondence from prepared belts using correct basic language skills and using correct form.

Prerequisites: Business 103, English 104.

## **118 Key Punch: (2)**

Introduction to key punch operation and program cards.

## **120, 121, 122 Work Experience Internship: (5, 5, 5)**

Supervised employment for those students in the following vocational programs: receptionist/clerk, service representative, real estate, banking and finance. Normally taken in the second year of the program.

Prerequisite: Permission of the instructor/coordinator.

## **130 Shorthand I: (5)**

A beginning course in fundamental principles and theory of Gregg Shorthand.

Prerequisite: Typing 103 or permission of the instructor.

## **131 Shorthand II: (5)**

Gregg Shorthand dictation and transcription emphasizing speed building. A laboratory course utilizing multiple channel dictation equipment in addition to classroom instruction.

Prerequisite: Business 130.

## **133 Shorthand Transcription: (5)**

To be taken concurrently with Business 131. A course to develop good shorthand transcription practices. Exercises include the production of mailable transcripts of letters, memos, reports and tables. The review of correct grammar, punctuation and sentence structure is emphasized.

Prerequisites: Business 130, Business 103 and English 104.

## **134 Office Procedures: (5)**

Serves as third quarter shorthand and a finalizing course in typing. Other projects include itinerary planning, library reference work, duplicating processes, telephone techniques, banking procedures, human relations.

Prerequisite: Business 131.

## **140 Bookkeeping: (5)**

A study of basic accounting record-keeping techniques. Recommended for students without previous bookkeeping experience.

## **141 Bookkeeping: (5)**

A continuation of Bookkeeping 140. Emphasis is on payroll, special journals, bad debts, depreciation, notes and accruals. Business simulation sets provide practical applications of bookkeeping principles.

## **143 Small Business Management: (3)**

A course designed to provide a broad overview of the needs of small business managers. Three sections of the course cover "starting a business," "being successful in business," and "getting out of

business." Guest speakers include an attorney, a banker, an estate planner, and a financial consultant. Recommended for owners and managers of small businesses plus those interested in going into business for themselves. This course is co-sponsored by the Small Business Administration.

**163 Principles of Management: (5)**

A comprehensive course in basic theory and common terms of management. The major functions of management and the skills that lead to managerial success in business firms are emphasized. Planning, organizing, directing and controlling are some of the activities included.

**200 Business Law: (5)**

A preliminary analysis of business law; through the study of simple contracts, their performance and remedies for breach; the application of the uniform commercial code to general business practices; and analysis of the more common business associations existing in the business community and the resultant effect of each association.

**225 Business Correspondence: (5)**

Fundamentals of writing business correspondence; emphasis on written communications — letters, reports, memoranda, telegrams.  
Prerequisites: English 104 or permission of the instructor. Business 103 is recommended.

**235 Introduction to Data Processing: (5)**

Information processing by automated equipment, emphasis on unit record and electronic computer systems; writing of programs to solve simple problems.

**256 Statistical Analysis: (5)**

A survey of statistical techniques useful in guiding business decisions: introduction to descriptive techniques, probability, estimation, hypothesis testing, chi-square, correlation, and related concepts.  
Prerequisite: Math 101.

**299 Individual Study in Business: (Variable 1-5)**

Study on an individual basis.  
Prerequisite: Permission of instructor.

## CAREER DEVELOPMENT

(Permission of instructor required)

**100 College Survival and Career Planning: (2)**

This course is designed to provide students with the information they need to be successful in college. There will be opportunities for students to explore their individual goals as related to their interests and abilities and lifestyles.

**115 Consumer Education: (Variable 1-3)**

A course in personal and family finance covering ways to handle money, ways to shop, purchase of basic goods and services, savings, credit, loans, legal and health services and rights.

**200 Career Planning: (1-5)**

A decision-making process related to jobs and training. This includes learning more about aptitudes, interests, skills, personal values and goals and the demand and opportunities of jobs and occupational training programs.

## CHEMISTRY

**100 Principles of Chemistry and Physics: (5)**

(For students with no previous training in chemistry.) The study of atoms, molecules and chemical and physical changes; a survey of the fundamental principles.

**101 Survey of Chemistry: (5)**

(For non-science and non-engineering majors.) An examination of molecular theory, quantitative relationships, solutions, acids, bases, and salts.  
Prerequisites: High school chemistry or Chemistry 100, and high school algebra or Math 101. Math 101 may be taken concurrently.

**102 Survey of Chemistry: (5)**

(For non-science majors.) Organic compounds: hydrocarbons, alcohols, aldehydes, ketones, ethers, acids, fats, proteins, and carbohydrates. Students planning to take Chemistry 231 should not take Chemistry 102.  
Prerequisite: Chemistry 101.

**103 Survey of Chemistry: (5)**

(For non-science majors.) A survey of the compounds and reactions of the major families of chemical elements; nuclear reactions.  
Prerequisite: Chemistry 101.

**111 Chemistry for the Nursing Profession: (5)**

A comprehensive survey of the basic principles of inorganic and organic chemistry for the health related programs.  
Prerequisites: High school chemistry or Chemistry 100.

**140 General Chemistry: (5)**

(For science, engineering, and other majors requiring more than one year of chemistry.) Structure of matter, atomic theory, quantitative relationships, stoichiometry, periodic properties, and chemical bonding.  
Prerequisites: High school chemistry or Chemistry 100, and Math 101 or two years of high school algebra.

- 150 General Chemistry: (5)**  
Liquids, solids, aqueous solutions, kinetics, acid and base equilibria.  
Prerequisite: Chemistry 140.
- 160 General Chemistry: Qualitative Analysis: (5)**  
Solubility, equilibria, complex ions, electro-chemistry, oxidation-reduction, nuclear reactions, and organic chemistry; semi-micro qualitative analysis for common cations and anions.  
Prerequisite: Chemistry 150.
- 221 Quantitative Analysis: (5)**  
Volumetric and gravimetric analysis.  
Prerequisite: Chemistry 160.
- 231 Organic Chemistry: (5)**  
Structure, nomenclature, reactions, and synthesis of the main types of organic compounds.  
Prerequisite: Chemistry 160.
- 232 Organic Chemistry: (5)**  
Continuation of Chemistry 231.  
Prerequisite: Chemistry 231.
- 233 Organic Chemistry: (5)**  
Continuation of Chemistry 232 with emphasis on the study of polyfunctional compounds, natural products and an introduction to biochemistry. Laboratory work is mainly on qualitative organic analysis.  
Prerequisite: Chemistry 232.

## CRIMINAL JUSTICE

- 100 Introduction to Administration of Justice: (5)**  
History and evolution of the police profession; ethics and professionalization; the correlation between the police, the courts and corrections in the criminal justice system; court organization procedures and functions; survey of professional career opportunities and qualifications required; overview of current police problems.
- 101 Criminal Law: (5)**  
History of law; common and statutory laws defined and distinguished; laws of arrest; act and intent; parties to crime; divisions of crime; principals and accessories; penalties. Covers Washington law relating to criminal acts with emphasis on the elements of crime and those specific sections most frequently used by field officers.
- 102 Criminal Evidence: (5)**  
Kinds of evidence, rules of evidence; conclusions, opinions and expert testimony; competency of witnesses; discussion of illegally obtained evidence; the rules of search and seizures; limitations imposed by constitutional guarantees.  
Prerequisite: Criminal Justice 101 or permission of the instructor.
- 200 Criminal Investigation: (5)**  
Preliminary investigation by patrol officers; collection, preservation, identification and recording of evidence; crime scene recording; assaults; auto theft; burglary; homicide; robbery; sex crimes; stakeouts; thefts; and narcotic and drug abuse. A two (2) hour lab is included in this class.  
Prerequisite: Criminal Justice 102 or permission of the instructor.
- 201 Theory of Law Enforcement: (5)**  
The theory and philosophy of the patrol division in policing for the suppression and prevention of crime.  
Prerequisite: Criminal Justice 200 or permission of the instructor.
- 202 Theory of Law Enforcement II: (5)**  
The theory and philosophy of the traffic division in enforcing, investigating and regulating the flow of vehicular and pedestrian traffic.  
Prerequisite: Criminal Justice 201 or permission of the instructor.
- 203 Theory of Law Enforcement III: (3)**  
The theory and philosophy of the juvenile division in policing the juvenile population; the philosophy of the juvenile court and the juvenile probation unit in dealing with wards of the court.  
Prerequisite: Criminal Justice 202 or permission of the instructor.
- 204 Introduction to Supervision: (3)**  
Emphasis on the application of the basic principles of supervision to the police profession; human relations, unity of command, span of control, evaluation and rating of personnel, motivation, discipline and person-to-person communication.  
Prerequisite: Criminal Justice 203 or permission of the instructor.
- 206 Weaponless Control: (1)**  
A course designed to prepare criminal justice students for the defensive control methods necessary to effecting an arrest.  
Prerequisite: Criminal Justice 204 or permission of the instructor.
- 207 Work Experience Internship: (5)**  
Supervised agency work to provide practical experience in operations and methods encountered in the agency.  
Prerequisite: Permission of instructor.

# DRAMA

- 100 Rehearsal and Performance: (2) Maximum: 6 credits**  
Participation in play production; registration will be after tryouts and cast and crew assignments. The class is composed of actors and technicians in the college-produced play. Permission of the instructor is required.
- 101 Introduction to the Theater: (5)**  
A survey class designed to acquaint the student with the nature of theater art — its elements and its present state. An appreciation class with emphasis on modern American theater production practices.
- 210 Technical Production: (5)**  
Lecture, laboratory course in basic theories, construction, techniques, and equipment of stage scenery, lighting, and scene painting; basic scene and lighting design; crew work on college shows required in addition to scheduled class hours.
- 151, 152, 153 Acting: (5, 5, 5)**  
Class and laboratory study of the basic principles and techniques of acting; movement and vocal training; improvisation in pantomime and dialogue; scenes from plays are prepared and performed.
- 299 Independent Study: (Variable 1-5)**  
Individual study, project oriented, permission of the instructor required and the successful completion of the drama curriculum.

# ECONOMICS

- 200 Principles of Economics: (5)**  
History and development of the capitalistic system. The operation of "guided capitalism" with emphasis on the use of monetary and fiscal controls by government. Analysis of current problems including: inflation, public debt, economic growth, taxation, unemployment, and monetary devaluation.
- 201 Principles of Economics: (5)**  
The theory of the market system as a method of allocating resources and distributing income and products. Analysis of current problems including: government regulation, subsidies, monopoly and taxation.  
Prerequisite: Economics 200.

# EDUCATION

- 200 Foundations of American Education: (5)**  
A study of the functions of education in our society and an introduction to the sociological, historical and philosophical foundations of American Education.

# EMERGENCY MEDICAL CARE

- 110 Emergency Medical Technician: (6)**  
An 81-hour course for emergency medical technicians, including instruction in basic anatomy and physiology, life-threatening emergencies, injuries, common medical emergencies, childbirth and problems of child patients, lifting and moving patients, environmental emergencies, extrication from automobiles, and the role of an EMT.  
Prerequisite: Permission of the instructor.
- 120 Emergency Medical Technician II (Paramedic): (12)**  
The first in a series of four courses for the training of Mobile Intensive Care Paramedics. It is a lecture and laboratory course to develop concepts and skills involved in pre-hospital emergency medical care, including such topics as medical terminology, anatomy and physiology, medical emergencies, trauma, electrocardiography, resuscitation, patient assessment and pharmacology.  
Prerequisites: EMC 110 or equivalent and permission of the instructor.
- 121 Emergency Medical Technician III (Paramedic): (12)**  
The second in a series of four courses for the training of Mobile Intensive Care Paramedics. It is a lecture and laboratory course to develop concepts and skills involved in pre-hospital emergency medical care, including such topics as medical emergencies, trauma, electrocardiology, resuscitation, patient assessment and pharmacology.  
Prerequisite: EMC 120.
- 122 Emergency Medical Technician IV (Paramedic): (10)**  
The third in a series of four courses for the training of Mobile Intensive Care Paramedics. It involves 210 hours of in-hospital clinical training and lecture and laboratory sessions in field operations.  
Prerequisite: EMC 121.
- 123 Emergency Medical Technician V (Paramedic): (7)**  
The fourth in a series of four courses for the training of Mobile Intensive Care Paramedics. It involves 210 hours of work in actual field operations as a Mobile Intensive Care Paramedic.  
Prerequisite: EMC 122.

# ENGINEERING

## **100 Engineering Orientation: (1)**

An introductory view of the fields of engineering including lectures, discussions, and reading assignments; designed to acquaint the student with the fields of engineering and the opportunities in each.

## **101, 102 Engineering Graphics: (3, 3)**

Drawing — acquaints the student with the use of instruments, scales; lettering and line work; work on orthographic projections, reading and interpretation of engineering drawings, diagrams, notes and other forms of graphic representation.

Prerequisite: Engineering 101 for 102.

## **103 Applied Descriptive Geometry: (3)**

Use of graphics in the solution of problems in different fields of engineering; includes point, line, plane problems, intersections, developments and vectors in three dimensions.

Prerequisite: Engineering 102.

## **111 Engineering Problems: (3)**

Fundamentals of measurement, probability, statistics, error propagation, dimensional analysis and vector algebra.

Prerequisites: High school physics or equivalent, and Math 105.

## **112 Engineering Mechanics: Statics: (4)**

A fundamental and vigorous course in engineering statics using the vector notation treatment.

Prerequisites: Engineering 111 and Math 124. Math 124 may be taken concurrently.

## **113 Engineering Mechanics: Dynamics: (4)**

The dynamics of particles and rigid bodies, using the vector notation: kinematics, kinetics, energy and momentum principles applied to particles and rigid bodies.

Prerequisite: Engineering 112.

# ENGLISH: COMPOSITION

## **41, 42, 43 English: (5, 5, 5)**

These courses constitute an intensive study of English, enabling the foreign-born student to become more fluent in reading and writing English.

## **70, 71, 72 English: (5, 5, 5)**

These courses deal with the students' basic skill deficiencies through group instruction which integrates the communication skills of reading, writing, listening, and speaking.

## **G-100A Beginning Writing: (5)**

An introduction to writing techniques designed to assist the student in improving the basic skills required to communicate effectively.

## **G-100B Composition: (5)**

Development of basic skills necessary to writing effective sentences, paragraphs, and short essays.

## **101, 102 Composition: (5, 5)**

Application of the basic rules of composition through exercises in expository, descriptive, and argumentative writing; collateral readings in fiction and non-fiction included.

Prerequisite: English 101 for 102.

## **104 Comprehensive English Composition: (5)**

A practical course in the basic skills of written communication: stress on expository prose and technical report writing as used in business.

## **201 Advanced Expository Writing: (3)**

An advanced course in expository writing. Particular attention is given to acquiring a personal style and finding an effective tone and voice.

Prerequisite: English Composition 101 and 102 or permission of the instructor.

# ENGLISH: CREATIVE WRITING

## **276 Creative Writing — Fiction: (3)**

A course in the writing of fiction with the intent of allowing the student to develop his own creative abilities through experimental writing in fiction and by the observation and study of works of fiction.

Prerequisite: None, however, it is desirable that the student has successfully completed English Composition 101 and 102.

## **277 Creative Writing — Fiction: (3)**

A continuation of the writing of fiction which enables the student to continue developing his creative writing abilities in fiction.

Prerequisite: None, however, it is very desirable that the student has successfully completed English Composition 101 and 102, or Creative Writing 276.

**278 Creative Writing — Poetry: (2)**

A course in the writing of poetry. The student will have the opportunity of developing his own creative abilities through the writing of poetry and through the study of poetry.

Prerequisite: None, however, it is desirable that the student has successfully completed English Composition 101 and 102.

**279 Creative Writing — Poetry: (2)**

A continuation of the writing of poetry which enables the student to continue developing his creative writing abilities in poetry.

Prerequisite: None, however, it is very desirable that the student has successfully completed English Composition 101 and 102, or Creative Writing 278.

## ENGLISH: LITERATURE

**G-100C Literature: (5)**

An introduction to modern fiction. A survey of 20th Century fiction, poetry and drama.

**230 Studies in Children's Literature: (5)**

A re-examination of children's classics such as **Peter Rabbit**, **Mother Goose**; fairy tales by Perrault and Grimm; and **The Wizard of Oz**, **Alice in Wonderland**, etc., emphasizing their significance in both history and literature.

**240 World Literature: (5)**

A survey of classics of the ancient world including the **Iliad** and **Odyssey**, representative Greek dramas, and works of the Roman writers such as Virgil and Ovid.

**241 World Literature: (5)**

A survey of representative Western European works from the Middle Ages to the present, including authors from Dante to Camus.

**242 World Literature: (5)**

A survey of contemporary world literature; equal emphasis on European, African, and Asian.

**250 Introduction to Shakespeare: (5)**

An introduction to Shakespeare through a study of several of his tragedies, histories, and comedies.

**257 Introduction to Poetry: (5)**

(For non-majors.)

A study of poetry based on readings primarily from British and American sources.

**258 Introduction to Fiction: (5)**

(For non-majors.)

A study of fiction based on readings of short stories and novels.

**259 Introduction to Modern Drama: (5)**

(For non-majors.)

A study of modern drama based on readings of twentieth century plays.

**264 English Literature: From Beowulf through Donne: (5)**

A survey of English literature from the beginnings to 1600, with emphasis on major figures and types; includes Beowulf, Chaucer, Spenser, and Shakespeare.

**265 English Literature: From Milton through Fielding: (5)**

A survey of English literature from John Bunyan to William Blake, with emphasis on Milton, Pope, Swift, Fielding, and Johnson.

**266 English Literature: From Blake through Hardy: (5)**

A survey of English literature from William Blake to Thomas Hardy, with emphasis on the Romantics and Victorians.

**267 American Literature: From the Beginnings to 1860: (5)**

A survey of American literature from the beginning through the Civil War, with emphasis on Edwards, Franklin, Cooper, Hawthorne, Thoreau, Emerson, and Melville.

**268 American Literature: From 1860 to 1910: (5)**

A survey of American literature from the Civil War to the close of World War I, with emphasis on Whitman, James, Howells, Adams, Twain, Norris, and Dreiser.

**269 American Literature: From 1910 to 1950: (5)**

A survey of American literature with emphasis on major novelists such as Dreiser, Fitzgerald, Faulkner, Hemingway, Steinbeck, Warren and Wright; and on selected poets, including Frost, Eliot, Stevens, Ginsburg, Ciardi, and Jarrell.

**270 Afro-American Writers: (5)**

A survey of Afro-American literature from 1750 to the present.

**271 Contemporary American Fiction: (5)**

A study of contemporary American fiction; includes works of authors such as Baldwin, Gardner, Heller, Kesey, Malamud, O'Connor, and Roth.

**272 Chicano Writers: (5)**

A study of current Mexican American literature to provide a better understanding of the Mexican-American people in the United States and their struggle to find a meaningful function in society.

# FORESTRY

## 101 Introduction to Forestry: (2)

Basic concepts of forestry, including subject matter common to the areas of management, engineering, and products.

## 102 Development of Forestry: (2)

Exploration of the fields of forest engineering and forest products.

## 103 Development of Forestry: (2)

Exploration of the field of forestry management. Examination of private and public forest policies and their effect upon all areas of forestry.

# FRENCH

Placement of students with previous foreign language training at the secondary level will be made by the course instructor.

Elementary credit may be granted to students placed at the intermediate level. See "Advanced Placement" in the General Information section of the catalog, and consult with your course instructor.

## 101, 102, 103 Elementary French: (5, 5, 5)

Open enrollment (student may register for any level at any time during any quarter).

Variable credit (5 to 15 credits may be earned over three quarters).

A programmed introduction to the French language and culture. Laboratory work alternates with classroom sessions and permits student to work at his own pace. Students without previous French register for 101; others will be properly placed by the instructor at or after registration.

## 201, 202, 203 Intermediate French: (5, 5, 5)

201: Intensive grammar review with conversation and reading.

202: Introductory composition with conversation and reading.

203: Introduction to modern novels and plays with conversation.

Prerequisites: French 103 or equivalent. Though it is desirable to take these courses in sequence, they may be taken in any order with permission of the instructor.

## 299 French Seminar: (Variable credit)

Individual programs; admission by permission of instructor.

# GEOGRAPHY

## 100 Introduction to Geography: (5)

Introduction to the fields of geography with em-

phasis on the major concepts and methods related to the study of geography.

## 200 World Regional Geography: (5)

A study of the regions including analysis and interpretation of the cultural, economic, and resource patterns.

## 205 Physical Geography: (5)

An examination of the physical features of geography including land formations, climates, soils, vegetation, minerals, and water resources as these relate to human habitation; laboratory and field trips.

# GEOLOGY

## G-100A Introduction to Geology: (5)

A survey of basic topics in geology, such as time, volcanos, oceans, rocks and minerals, and the history of life; laboratory and field trips included.

## 101 Physical Geology: (5)

A survey of the basic principles of physical geology including the origin of rocks, mountains, and ocean basins, and modification of the earth's surface by streams, glaciers and earthquakes; practical application of scientific principles to the identification of rocks and minerals; laboratory and field trips.

## 103 Earth History: (5)

The historical development of North America including the origin and evolution of oceans, the landscape, and life; selected topics to illustrate the principles involved in the study of rocks and fossils; laboratory and field trips.

Prerequisite: Geology 101 or Oceanography 101.

## 106 Geology in World Affairs: (5)

Mineral resources, petroleum, and coal and their influence on history, politics and economics of nations; exploration and extraction of minerals and the relationship to environmental problems; laboratory and field trips.

Prerequisite: Geology 101 or Oceanography 101.

## 208 Geology of the Northwest: (5)

A study of the geological history of Washington, Oregon, Idaho, and adjacent areas; laboratory and field trips.

Prerequisite: Geology 101 or Oceanography 101.

## 210 Environmental Geology: (5)

An introductory course dealing with the geological factors important in man's natural environment. Topics covered include soils, rocks, earthquakes, landslides, volcanos, natural resources, geologic hazards, land use, and geologic factors and conse-



quences of pollution. A class problem involving some aspect of local environmental geology will be undertaken, and laboratory and field trips will be included.

**291 Glacial History of Washington: (3)**

A study of the nature, origin, and effects of glaciers in Washington. Field trips to several areas of western Washington and laboratory study are included.

**292 Rocks, Minerals, and Fossils of Washington: (2)**

A study of the rocks, minerals, and fossils found in Washington, including the relationship between the rocks and fossils and the evolution of the landscape of Washington. Field trip and laboratory study included.

**293 Volcanos of the Pacific Northwest: (3)**

A study of the nature, origin, products and hazards of volcanos in the Pacific Northwest. Field trips and laboratory study are included.

**294 Environmental Geology Problems: (3)**

A study of the nature, origin, hazards, and solutions of environmental geology problems in the Puget Sound region, such as landslides, erosion, earthquakes, etc. Field trips and laboratory work are included.

**299 Independent Study: (1-5 Variable Credit)**

Individual study.

Prerequisite: Permission of instructor.

**General Geology Field Excursion: (10)**

(Any two of the following courses: Geology 103, 208, 210, 299.)

Study of earth history, geology of the Pacific Northwest and geological aspects of the environment by examination of the natural setting of selected areas of Washington, Oregon, Idaho, Montana, Wyoming and Canada.

Prerequisite: Permission of the instructor.

## GERMAN

Placement of students with previous foreign language training at the secondary level will be made by the course instructor.

Elementary credit may be granted to students placed at the intermediate level. See "Advanced Placement" in the General Information section of the catalog, and consult with your course instructor.

**101, 102, 103 Elementary German: (5, 5, 5)**

An introduction to the German Language, through the use of the oral-aural methods; Language Laboratory used for practice.

Prerequisites: German 101 for 102; 102 for 103.

**201, 202, 203 Intermediate German: (5, 5, 5)**

Intensive practice in reading, writing, and speaking; review of German grammar; practice through use of Language Laboratory.

Prerequisites: German 103 or advanced placement for German 201; 201 for 202; 202 for 203.

**210, 220, 230 German Conversation: (3, 3, 3)**

Advanced conversation in German on up-to-date topics. Students who received credit for German (201, 202, 203) will not receive credit for Conversational German (210, 220, 230) or Reading and Writing German (211, 221, 231) sequences.

Prerequisite: 2 years of high school German or its equivalent and permission of the instructor.

**211, 221, 231 Reading and Writing German: (2, 2, 2)**

A course designed to give the students: (a) essentials of effective writing in German, (b) an interest and appreciation for German literature. Students who received credit for German (201, 202, 203) will not receive credit for conversational German (210, 220, 230) or Reading and Writing German (211, 221, 231) sequences.

Prerequisite: 2 years of high school German or its equivalent and permission of the instructor.

**299 German Seminar: (Variable credit)**

Individual programs; admission by permission of instructor.

## HEALTH TECHNOLOGY

**110 Health Care Delivery systems: (3)**

A survey of the health care industry in the United States intended to help students understand the relationship between the facilities, agencies and personnel in the health care industry.

**120 Medical Office Procedures: (3)**

Basic business procedures in the medical office, telephone procedures, appointment schedules, posting and billing of accounts, keeping of patient records, ordering of medical supplies and instruments and handling of insurance claims, and medicare.

**210 Introduction to Disease: (3)**

A course in which the causative factors in the more common diseases are considered in relation to incidence and transmission of the disease, prophylaxis and immunities and methods of sterilization. Includes work with microbiology terminology and SNDO etiologic classifications.

Prerequisite: Biology 150 and 151, or Biology 206, 207 and 208.

**240 Work Internship-Medical Secretary: (5)**  
Supervised employment to provide practical experience in the job duties of a medical secretary.  
Prerequisite: Permission of the instructor.

**241 Work Internship-Medical Secretary: (5)**  
Supervised employment to provide practical experience in the job duties of a medical secretary.  
Prerequisite: Permission of the instructor.

## HISTORY

**G-100A The Modern World: (5)**  
The political, historical, and economic problems of the world today through background studies of areas of the world.

**G-100B United States Civilization: (5)**  
A study of selected topics and themes that explain the development of social, political, and economic institutions of the United States.

**110 The Far East in the Modern World: (5)**  
An introductory survey of the social, economic, and political problems of China, Japan, Korea, the Philippines, Indonesia, and Southwest Asia; includes development of Russia as an Asiatic power, as well as the role of Western powers in the Far East.

**111 History of Civilization: (5)**  
Development of man from prehistoric days to the fifteenth century; social, political, cultural, and economic aspects.

**112 History of Civilization: (5)**  
Rise of modern nations from the European Renaissance to 1815; revolutions in commerce, industry, culture, and science; expansion of European influence throughout the world.

**113 History of Civilization: (5)**  
Modern civilization from 1815 to the present; impact of industrialization on the world, conflict of economic and political ideologies.

**149 African Civilization: (5)**  
A study of the history of Africa, its traditional cultures, and the social, economic, and political changes taking place in the 20th Century.

**150 Afro-American History: Colonial Period to 1915: (5)**  
A study of Afro-Americans and the part they played in the development of the United States; special emphasis on the historical evolution of American racism and the response of Afro-Americans.

**151 Afro-American History: 1915 to Present: (5)**  
A study of the struggle of Afro-Americans against segregation and discrimination in the United States since 1915; special emphasis placed on cultural contributions to American life.

**211 Chinese Civilization: (5)**  
A study of Chinese philosophies, religions, cultural traditions, political changes, and social and economic developments from the Shang Dynasty (c. 1751-1123 B.C.) through the period of the Communist regime.

**230 Japanese Civilization: (5)**  
An historical study of Japan; emphasis placed on social, religious, and philosophical influences in the formation of Japanese civilization.

**241 A Social History of the American People: 17th, 18th Centuries: (5)**  
A study of the evolution of American social patterns in the 17th and 18th Centuries with emphasis on European and English influences in politics and economics; the American Revolution; and problems of the new nation.

**242 A Social History of the American People: 19th Century: (5)**  
A study of the evolution of American social patterns in the 19th Century with emphasis on Jeffersonian and Jacksonian reform; the Civil War and slavery; and adjustments to immigration, industrial and labor developments.

**243 A Social History of the American People: 20th Century: (5)**  
A study of the evolution of American social patterns in the 20th Century with emphasis on responses to urban-industrial-technological developments; mass production-consumer economics; internal reform movements; and interventionism in foreign affairs.

**260 Russian History: (5)**  
Russia's material civilization (arts, literature, history included); political, social and legal institutions; and thought, in relation to the general development of Russian society in the 20th Century.

**264 History of Washington and the Pacific Northwest: (5)**  
Exploration, settlement, and growth of the Northwest with emphasis on Washington, including growth of government and social institutions.

**280 America and the Cold War: (5)**  
An historical study of the collapse of the World War II alliances and the drift toward irreconcilable ideological conflicts between the United States and the Soviet Union and China in the nuclear age.

**284 Values and Ideas in Four Centuries of America's Development: (5)**

An historical study of the evolution of philosophical, religious, economic, and social ideas, with an emphasis on the influence Puritanism, the Enlightenment, Transcendentalism, Social Darwinism, Pragmatism, Freudianism, and Existentialism have on the development of American culture and institutions.

**289 Evolution of the Idea of Race in Western Thought: (5)**

A study of Western man's formulations of race theories, with emphasis placed on the influence ideas of racial supremacy have had on Western man's contacts with non-Westerners since the 1400's. The role of superstition, religion, and science will be analyzed.

## HOME and FAMILY LIFE EDUCATION

**105 Bachelor Living: (2)**

Overview of problems of the single person concerning selection of food, clothing and housing money management, consumer credit, and self-improvement in decision-making.

**110 Nutrition: (5)**

Human nutritional needs, meeting requirements at different cost levels, relationships between food and health, digestion, metabolism.

**112 Meal Management and Preparation: (2)**

Application of nutrition research, scientific principles of menu planning, demonstrations of food selection and preparation.

**115 Consumer Education: (3)**

A course in personal and family finance, covering personal finances, planning and budgeting of money, time and energy, purchasing goods and services, savings, credit and installment buying, insurance, and taxes.

**131 Family Relationships: (5)**

Preparation for marriage, concepts of modern families, principles underlying family growth and development patterns, interpersonal relationships in marriage including wholesome adjustments of family members.

**135 Child Development: (5)**

Growth and guidance of young children, their mental, emotional, physical and social development, meeting the needs of children in the family, observation of young children.

## HUMAN RELATIONS

**100 Human Relations: (2)**

A course designed to permit each student to begin with the most common of subject matters, himself; through group encounter, emphasis is placed on development of the individual's human potential, communication skills, decision-making ability and relationships with others. May be repeated once by permission of the instructor for an additional two credits.

**103 Drug Education: (3)**

The objectives of the course are to provide: An increased awareness of why drugs are used; an accurate up-to-date researched overview of the physiological and psychological effects of widely abused drugs; an overview of available treatment in the Tacoma area; and the development of basic communication skills for increased personal and community effectiveness in dealing with drug abusing individuals.

**299 Individual Study in Human Relations: (Variable Credit)**

Independent observation, analysis, and reporting of a selected problem in human relations.

## HUMAN SERVICE WORKER

**100 Introduction to the Human Services: (1)**

An overview of the human service field and the various paraprofessional roles within the major disciplines. Emphasis is placed on the human service worker curriculum and the occupational and educational alternatives for the students in the program. Prerequisite: Permission of the instructor.

**101 Survey of Institutions: (5)**

A comprehensive orientation to institutions and agencies and the human needs to which they address themselves. Emphasis is placed on the agencies of state social and health services, i.e., DVR, PA, and other Tacoma-Pierce County agencies, i.e., hospitals, Goodwill, BASIC, HELP. Sociological aspects of institutions such as growth, resistance to change will be included. Field visits and invited speakers will be utilized to prepare students for future employment in these agencies. Prerequisite: Permission of the instructor.

**102 Principles of Interviewing: (5)**

Introduction to the principles of interviewing including purpose, structure, techniques of observation and recording, and ethical and legal responsibilities of the interviewer. Interviewing techniques and style will be developed through utilization of role-playing and recording.

Prerequisite: Permission of the instructor.

**103 Counseling Techniques: (5)**

Introduction of the principles, concepts and processes related to counseling. Role and function of the helping person including need assessment, interventive strategies, referral methods and follow-up are included. The case study approach utilizing role-playing and recording will be emphasized.

Prerequisite: Permission of the instructor.

**104 Systems Change Skills: (5)**

An introduction to basic community organization skills emphasizing the understanding of factors which lead to dysfunction of community need-meeting systems. The roles of the change agent in relation to those systems will be explored.

Prerequisite: Permission of the instructor.

**191, 192, 193 Field Placement I, II, III: (5, 5, 5)**

Provision of actual work experience in human service agencies. Students work with people with problems in the helping agencies. Individual and group supervision will be provided by the college and shared with the agency supervisor. Students will work 160 hours per quarter in an agency. One-year students will take two quarters of field placement, and two-year students will take all three quarters. Students will meet weekly on campus to share their experiences and further develop skills.

Prerequisite: Permission of the instructor.

**200 Alcoholism: (5)**

This survey course is designed as an introduction to the physiological, psychological, and socio-cultural aspects of alcoholism. Techniques for assessing the degree of involvement with alcoholism will be explored. This course, and the following one, have been offered in response to proposed certification requirements for all workers in alcoholism agencies.

Prerequisite: Permission of the instructor.

**201 Treatment of Alcoholism: (5)**

Treatment modalities in present use and the complementary counseling techniques will be studied. This will include the emergent disease theory and treatment, conditioned aversion techniques, and the psychological-educational approach. Referral methods and the role of AA will also be included in the presentations.

Prerequisite: Permission of the instructor.

**202 Family Counseling: (5)**

Students will learn how family groups differ from other groups and how this affects the counseling and helping processes. Different approaches to family counseling will be discussed and the appropriateness of certain approaches for certain families will be appraised.

Prerequisite: Permission of the instructor.

**203 Helping the Juvenile: (5)**

Students will explore the tasks of childhood and adolescence, and the effects of meeting or failing to meet these tasks will be examined. Special attention will be given to problems of development, i.e. withdrawal, rebellion, school performance, suicide, drug abuse, alcoholism, life and career choices. Tapes will be examined to add further depth to the lecture materials.

Prerequisite: Permission of the instructor.

**204 Boarding Home Management: (5)**

Students will become aware of the general elements of boarding or sheltered home management. These elements include philosophy, screening applicants, establishing a suitable population, health care, first aid, nutrition, budgeting, behavior problems, motivation, self-help skills, and legal problems. Individual projects may include setting up a new home, interviewing various managers to develop a feeling for the differing philosophies, assisting in the transfer of a patient from an institution to an existing home.

Prerequisite: Permission of the instructor.

**205 Therapeutic Approaches: (5)**

Students will review the major therapeutic approaches, Rogers, Ellis, Glasser, Perls, etc., and will have the opportunity to examine one theory in depth. Tapes and typescripts will be used as study material. Counseling tapes by students will be critiqued.

Prerequisite: Permission of the instructor.

## HUMANITIES

**G-100A Introduction to the Humanities: (5)**

An introduction to the Humanities as illustrated through great themes. It will help acquaint the student with the art, music and drama resources in his own community. This course will partially fulfill the Humanities requirement for the Associate in Liberal Arts degree.

## JOURNALISM

**100 Newspaper Workshop: (2) Maximum: 12 crs.**

(6 credits applicable to humanities distributive requirement.)

Practical experience in problems of newspaper production; students work in various capacities on the staff of THE COLLEGIATE CHALLENGE. Course includes one hour per week of classroom critique and instruction.

**201 Reporting: (5)**

Orientation of the reporter to his responsibilities; techniques of news gathering; news handling; newspaper and wire-service organization; basic news writing practice; structure of the story; style, grammar, syntax. Four days of lecture per week with two days of lab (work on THE COLLEGIATE CHALLENGE).

**202 News and Feature Writing: (5)**

Intensive practice in news writing; reporting on current community affairs; techniques of feature writing; book and movie reviews; interviews, special subject reporting; editorial page and editorial writing. Four days of lecture per week with two days of lab (work on THE COLLEGIATE CHALLENGE). Prerequisite: Journalism 201 or permission of instructor.

**203 Copy Editing and Makeup: (5)**

The importance of style; proofing; editing copy; writing headlines; cutlines; planning page layouts; typography. Four days of lecture per week with two days of lab (work on THE COLLEGIATE CHALLENGE). Prerequisite: Journalism 201 or 202 or permission of instructor.

**209 The Messengers—Mass Media and Society: (3)**

An independent study course concerning the impact of television, radio, and newspapers on the public.

**210 The Mass Media and Society: (5)**

An introduction to communications theory, history of the media in America, and an examination of the responsibility of the press, including the ethics of journalism.

**250 Survey of Radio and Television: (3)**

A history of the industry — both radio and television — including the organization and regulation.

## LIBRARY SCIENCE

**100 Reference Methods: (2)**

An individualized introduction to basic library information resources; identification and location of types of library materials and sources of reference information; development of competence in techniques of literature searching and correct format for bibliographic references.

## MATHEMATICS

TCC offers mathematics instruction in two modes: classroom lecture and independent tutorial. In the latter mode, students proceed at their own learning rate on a continuous progress basis. Students using this mode are assured that a qualified instructor is always available to help them in the Math Lab in Building 7. In choosing mathematics courses and their mode of instruction, students should first contact a mathematics instructor or counselor.

**80 Whole Numbers: (2)**

For the student who needs a basic review in operating with whole numbers using the four fundamental operations.

**81 Fractions: (1)**

For the student who needs a basic review in operations with fractions. This course contains topics on least common denominators, and addition, subtraction, multiplication and division of fractions.

**82 Decimals: (1)**

For the student who needs a basic review in operating with decimals. The topics included in the course are decimal fractions, adding, subtracting, multiplying and dividing decimals, and rounding decimals.

Prerequisites: Math 81 or equivalent.

**83 Percentages: (1)**

For the student who needs a basic review in operating with percentage. The topics include percent, equations and percent, discount and interest.

Prerequisites: Math 81 and 82 or equivalent.

**84 Measurement: (1)**

For the student who needs a basic review in measurement. The course contains the study of the following measurements: ruler, distance, area, volumes, weight and fluids.

**85 Metric System: (1)**

For the student who needs a basic introduction to the metric system. The course contains such topics as the unit measurements in the metric system, area, volume, weight, and conversion tables.

**86 Review Arithmetic: (5)**

For the individual who needs a review of basic mathematics, including the arithmetic of whole numbers, fractions, decimals and percentages.

**87 Math Shortcuts: (1)**

For the person who would like to learn arithmetic shortcuts in order to increase speed and accuracy in using numbers. The student will also learn through estimating answers to avoid serious errors in calculations.

- 88 Introduction to Elementary Algebra: (3)**  
A beginning course in elementary algebra specifically designed for students with no algebra background and for those needing more than a review. This course with Math 90 is equivalent to the first year of high school algebra. Topics include arithmetic, operations with integers and polynomials, solving simple linear and quadratic equations, and formulas.
- 90 Algebra Review: (5)**  
A review of the first year of high school algebra.
- 91 Introduction to Word Problems: (1)**  
For the student who lacks the ability to solve verbal problems. The course contains instruction on how to solve mixture, motion and work word problems.
- 92 Plane Geometry: (5)**  
The course contains a basic review of geometric concepts needed for college algebra, trigonometry, calculus, and other related math courses.  
Prerequisites: One year of high school algebra or Math 90.
- 94 Slide Rule: (1)**  
For the student who needs to be able to use the slide rule for computational work. Topics will include the use of the slide rule for multiplication, division, squaring and square roots, cubes and cube roots.  
Prerequisite: One year of high school algebra or Math 90.
- 95 Logarithms: (1)**  
For the student who needs an understanding of logarithms and their use in computation. Topics will include: properties of logarithms, common logs, characteristics, mantissa, and computations with logarithms.  
Prerequisite: One year of high school algebra or Math 90.
- 96 Trigonometry of Right Triangles: (1)**  
For the student who needs to be able to work with right triangles in the science and applied areas. Topics will include: definitions of the trigonometric function, use of trig. tables, solutions of right triangles and applied problems.  
Prerequisite: One year of high school algebra or Math 90.
- 97 Mathematics for Health Occupations: (2)**  
For the student in health occupations who needs to be able to calculate dosages. This course must be taken by nursing students and is recommended for other health occupations students. It should be taken before or concurrently with the first clinical course.  
Prerequisite: Math 88 or equivalent.
- 101 Intermediate Algebra: (5)**  
Fundamental algebraic operations and concepts; similar to the third term of high school algebra.  
Prerequisites: One year of high school algebra or Math 90, and one year of geometry.
- 103 Fundamentals of Mathematics: (5)**  
(For the general college student and for prospective elementary teachers)  
Topics selected from set theory, logic, number systems, geometry and base notation; emphasis on gaining insight into basic concepts of mathematics.  
Prerequisite: Math 90 or equivalent.
- 105 College Algebra: (5)**  
Real and complex number systems; sets; equations; matrices; inequalities; algebraic, exponential, and logarithmic functions and relations.  
Prerequisite: One and one-half years of high school algebra or Math 101.
- 106 Plane Trigonometry: (5)**  
Trigonometric functions, identities, equations, inverse functions, graphs, logarithms, and solution of triangles.  
Prerequisites: One and one-half years of high school algebra or Math 101 and one year of high school geometry.
- 107 Analytical Geometry: (2)**  
A course designed to prepare students for a beginning course in calculus, but may be used for review. Topics on coordinates, inequalities, absolute values, directed distance, distance and mid-point formulas, slope, parallel and perpendicular lines, angle between two lines, graphs and equation, intercepts, symmetry and asymptotes, conic sections, translations, and eccentricity are included in the course.  
Prerequisite: Math 105.
- 108 Vectors: (1)**  
For students of the physical sciences, engineering, and technical fields. The course contains topics on coordinates, directed line segments, vector addition and subtraction, magnitude, unit vectors, scalar and vector products, and vector and scalar fields.  
Prerequisite: Plane Geometry or Math 107 or equivalent.
- 109 Logic and Set Theory: (2)**  
For the liberal arts students who need a basic introduction to the mathematics of logical thinking. The course contains such topics as logic statements, truth tables, tautologies, arguments, formal proofs, set theory and applications.  
Prerequisite: Math 90 or equivalent.

# MEDICAL RECORD TECHNOLOGY

## 114 Elementary Computer Programming: (3)

Programming and coding of problems for automatic digital computers; preparation of flow charts, loops, and subroutines; execution of programs by machine. Prerequisite: Mathematics 101 or equivalent.

## 124, 125, 126 Analytic Geometry and Calculus: (5, 5, 5)

124—Plane analytic geometry, limits, the derivative and differentiation, differential calculus and elementary applications, and an introduction to integral calculus;

125—Solid analytic geometry, definite and indefinite integrals, integration, and the differentiation of transcendental functions and parametric equation;

126—Methods of integration, multiple integrals, partial differentiation, improper integrals, indeterminate forms, and vector algebra.

Prerequisites: Math 105 and 106 or equivalent for 124; 124 for 125; 125 for 126.

## 157 Elements of Calculus: (5)

(For students in business, economics, social sciences and other fields requiring a one-quarter survey course in calculus)

The derivative, rates of change, maxima and minima, curve-fitting; the integral, area under curves.

Prerequisite: Math 105.

## 205 Elementary Linear Algebra: (5)

For students in the natural, physical and social sciences with topics from systems of equations, vectors, matrices, determinants, linear transformations, and linear operators.

Prerequisite: Math 124 or instructor permission.

## 238 Elements of Differential Equations: (3)

Elementary methods of solution and linear differential equations of second and higher order.

Prerequisite: Math 126.

## 240 Introduction to Statistics: (3)

A general course dealing with the nature of statistics, statistical description, ideas of probability, measurements, sampling distributions, and organization of data.

Prerequisite: Mathematics 90 or one year of high school algebra.

## 241 Introduction to Probability: (3)

For students in biology, government, physics, sociology, economics, psychology, engineering, astronomy, and business administration. Such topics as frequency and relative frequency, sample spaces and events, complementary events, combinations of events and probability, binomial distribution, permutations and combinations are contained in the course.

Prerequisite: Math 101 or equivalent.

## 130, 131 Medical Terminology I and II: (3, 3)

Study of terms relating to anatomy and areas of medical science, hospitals, and the paramedical specialities. Includes prefixes, suffixes, word stems, abbreviations and disease, operation and drug terms.

Prerequisite: 130 for 131.

## 140, 141 Medical Transcription I and II: (3, 3)

A course to develop skills involved in the machine transcription of medical reports for hospitals, clinics and doctors' offices.

Prerequisite: Medical Record Technology 130 and 131 or concurrently; typing speed of 45 words per minute, or permission; 140 for 141.

## 180 Introduction to Medical Record Science: (5)

A study of the history of medical records; introduction to the Medical Record Department and the development, analysis and use of the medical record. Professional ethics of the Medical Record profession; standards of record keeping.

Prerequisite: Enrollment in the Medical Records Program or permission of instructor.

## 220, 221, 222 Medical Record Science I, II and III: (5, 5, 5)

Introduction to the medical record, its content and compilation. Study of the compilation of hospital statistics and the obtaining, preserving and using of medical records. Includes SNDO and ICDA-8 coding, data processing, interdepartmental relations and management of medical records systems.

Prerequisite: First year of program or permission; 220 for 221; 221 for 222.

## 230, 231, 232 Medical Record Directed Practice I, II and III: (2, 5, 5)

Practical experience performing medical record duties in campus laboratory and in local health facilities to give the student active participation in the performance of technical duties. 230—introduction to clinical training; 231—15 hours per week in a clinical facility; 232—25 hours per week in a clinical facility. Requirements for directed practice may vary with the background of the student.

Prerequisite: First year of program and concurrent enrollment in 220, 221, 222 or permission; 230 for 231, 231 for 232.

# MUSIC

## **100 Choral Singing: (1)**

Preparation and performance of selected choral works; open to all students without audition; includes class preparation and all scheduled rehearsals and performances.

## **101 Fundamentals of Music: (5)**

(Required for all music majors and recommended for all education majors. It is suggested that students who enroll for Music 101 should also enroll for Music 122.)

Fundamentals of music and basic musicianship, scales, triads, and elementary harmony; pitch intervals, rhythm, melody recognition and a vocal orientation to music symbols and notations.

## **102, 103 Music Theory: (5, 5)**

A study of basic musical concepts involving the usage and analysis of non-chromatic and chromatic harmony, form, and analysis; pitch intervals, rhythm, and melody recognition with strong emphasis on vocal and keyboard work.

Prerequisites: Music 101 for 102; 102 for 103.

## **107 Introduction to Music: (5)**

(For the general college student; recommended for education majors.)

A non-technical basis for enjoyable listening to music with understanding; illustrated lectures with supplementary readings and listening experiences designed to foster understanding of common musical forms, idioms, periods, and styles.

## **117 Survey of Jazz History: (3)**

An in-depth study of the evolution of jazz as a mainstream in music.

## **118 Survey of Electronic Music: (3)**

An in-depth study of the evolution of electronic music through history. Exploration of the techniques of the magnetic tape recorder and the electronic music synthesizer.

## **119 Survey of 20th Century Music: (3)**

An in-depth study of all of the major directions of the music of the 20th Century.

## **121 Class Applied Music: Voice: (1)**

Class instruction in performance.

Prerequisite: Permission of instructor.

## **122 Class Applied Music: Piano: (1)**

Class instruction in performance.

## **123 Class Applied Music: Guitar: (1)**

Class instruction in performance.

## **130 Private Vocal or Instrumental Instruction: (2)**

A—Piano; B—Violin; C—Voice; D—Violoncello; E—Double Bass; F—Trumpet; G—Flute; H—Oboe; I—Clarinet; J—Bassoon; K—Horn; L—Guitar; M—Trombone; N—Tuba; O—Harp; P—Percussion; T—Saxophone; U—Viola; V—Organ; W—Music Composition.

Prerequisite: Permission of instructor.

## **140 Concert Band: (1)**

Rehearsal and performance of band literature. Includes class preparation and all scheduled rehearsals and performances.

Prerequisite: Permission of instructor.

## **160 Symphony Orchestra: (1)**

Preparation and performance of orchestral literature. Includes class preparation and all scheduled rehearsals and performances.

Prerequisite: Permission of instructor.

## **170 Ensembles: (1)**

Preparation and performance of chamber music in each medium; includes rehearsal and performance in vocal groups.

Prerequisite: Permission of instructor.

## **171 Stage Band: (1)**

Preparation and performance of contemporary music, including rehearsal and performance.

## **200 Choral Singing: (1)**

A continuation of Music 100. Includes class preparation and all scheduled rehearsals and performances.

## **201, 202, 203 Second-Year Theory: (5, 5, 5)**

A study of contrapuntal practices from the Baroque period until today; the musical analysis and the practical writing of diatonic and chromatic harmony as used in the 18th, 19th and 20th Centuries; the presentation and development of a practical, functional understanding of music literature and styles after 1750.

Prerequisite: Music 103 or instructor permission for 201; 201 for 202; 202 for 203.

## **240 Concert Band: (1)**

A continuation of Music 140. Includes class preparation and all scheduled rehearsals and performances.

## **260 Symphony Orchestra: (1)**

Preparation and performance of orchestra literature. Includes class preparation and all scheduled rehearsals and performances.

Prerequisite: Music 160.

## **270 Ensembles: (1)**

Preparation and performance of chamber music in each medium; includes rehearsal and performance in vocal groups.

Prerequisite: Music 170.



**271 Stage Band: (1)**

Preparation and performance of contemporary music, including rehearsal and performance.

Prerequisite: Music 171.

## OCEANOGRAPHY

**101 Survey of Oceanography: (5)**

A study of the Marine environment and processes such as nature and origin of ocean basins, seawater, sediment, waves, tides, currents, plant and animal life. The marine environment of the Pacific Northwest is emphasized.

## PHILOSOPHY

**100 Introduction to Philosophy: (5)**

Students will develop an awareness of the impact of ideas on society and themselves. To this end, discussions of the role of language in intellectual endeavors, types of knowledge, religion, science, conceptions of reality, and conceptions of morality will serve as vehicles.

**119 Critical Thinking: (5)**

The structure of ordinary language: relationships between classes; deductive and inductive inference; syllogistic reasoning; types of definition; informal fallacies; aesthetic and ethical reasoning; the development of a critical approach to all situations susceptible of intellectual treatment.

**120 Introduction to Logics: (5)**

Conditions for clear statement and valid reasoning; formal systems of logic and their application; inductive reasoning; probability theory and methods by which theories and laws are established in daily life and in the sciences.

Prerequisite: Philosophy 119 or permission.

**215 Introduction to Ethics: (5)**

A systematic study of typical analyses of the distinction between good and evil, right and wrong; the appeals to custom, theology, reason, human nature, and happiness as standards for solutions of moral problems; reading and discussions of Plato, Hume, Kant, Bentham, Mill, Moore, Hare, and others.

Prerequisite: Philosophy 100.

**267 Problems in Philosophy of Religion: (5)**

An analysis of such problems in Western religious thought as the existence of the Christian God and other gods, evil, immortality, religious experience, and the effect of religion on morality.

# PHYSICAL EDUCATION

In order to receive the Associate in Liberal Arts or Associate in Arts and Sciences degrees, it is necessary to obtain three physical education activity credits. (Students planning to transfer to other institutions should check their requirements.)

Beginning courses are prerequisites to intermediate courses, and intermediate courses are prerequisites to advanced courses. Advanced placement may be made by the instructor. An activity at the same level may not be repeated for credit.

Students are not permitted to register for more than one activity each quarter. Credit for a second year may be earned in all varsity sports.

Courses marked "m" are for men only; those marked "w" are for women only. All unmarked courses are co-educational. Most activities require extra fees.

The physical education requirement may be waived only with the approval of the chairman of the physical education department. Students who are over 25 years of age or who have served more than six months on active duty may obtain a waiver upon written request.

### DEVELOPMENTAL ACTIVITIES: 1 CREDIT EACH

- 102w Slimnastics
- 202w Advanced Movement Fundamentals
- 103w Self Defense for Women
- 106m Body Conditioning
- 108m Weight Training
- 208m Advanced Weight Training

### AQUATICS: 1 CREDIT EACH

- 112 Beginning Swimming
- 113 Intermediate Swimming
- 114 Advanced Swimming
- 115 Life Saving

### DANCE: 1 CREDIT EACH

- 116 Social Dance
- 117 Folk Dance
- 118 Modern Dance

### INDIVIDUAL SPORTS: 1 CREDIT EACH

- 120 Archery
- 121 Gymnastics, Tumbling
- 122 Beginning Bowling
- 222 Intermediate Bowling
- 123 Beginning Golf
- 223 Intermediate Golf
- 124 Beginning Ice Skating
- 224 Intermediate Ice Skating
- 125 Skiing

### DUAL SPORTS: 1 CREDIT EACH

- 126 Beginning Badminton
- 127 Fencing

- 128 Beginning Tennis  
(student furnishes equipment)
- 228 Intermediate Tennis  
(student furnishes equipment)
- 129m Wrestling

**TEAM SPORTS: 1 CREDIT EACH**

- 132w Field Hockey
- 133m Beginning Basketball
- 133w Beginning Basketball
- 233m Advanced Basketball
- 134m Softball
- 134w Softball
- 135m Soccer
- 135w Speedball and Soccer
- 136 Volleyball
- 236 Intermediate Volleyball

**VARSITY SPORTS: 1 CREDIT EACH**

- 140m Varsity Basketball
- 141m Varsity Baseball
- 142m Varsity Track
- 143m Varsity Cross Country
- 144m Varsity Wrestling
- 145 Varsity Golf
- 146 Varsity Tennis
- 147 Varsity Skiing
- 148 Varsity Swimming
- 149 Varsity Gymnastics
- 150m Varsity Soccer

**SPECIAL PHYSICAL EDUCATION**

- 160 Physical Education for the Exceptional Adult

## PHYSICAL EDUCATION PROFESSIONAL COURSES

**G-100A Applied Health: (5)**

A study of the facts of health as they apply to the individual student.

**190 Introduction to Physical and Health Education: (2)**

Survey of and orientation to the professional fields of physical education, health education, recreational leadership, coaching; history and philosophies, personnel qualification, training and preparation, opportunities, organizations, and related fields. Coeducational.

**250 Contemporary Health Concepts: (3)**

Investigation of contemporary health problems and the study of the scientific concepts and knowledge essential to the comprehension and solution of these problems within society. Coeducational.

**290m Officiating: (2)**

Techniques of officiating football, basketball, track and field, baseball, soccer, wrestling, swimming, tennis, volleyball and softball.

**292 First Aid and Safety: (3)**

The student may meet requirements for both Standard and Advanced American Red Cross First Aid Certification; includes safety education in schools. Coeducational.

**295 Functional Swimming and Water Safety: (3)**

Designed to prepare students for employment as teachers in the aquatic programs of camps, schools, beaches, recreational departments, the armed forces, and service organizations. Coeducational. Prerequisites: P.E. 114 and American Red Cross Life Saving Card. Students successfully completing this course will qualify for their Water Safety Instructional Card.

## PHYSICAL SCIENCE

**100 Survey of Physical Science: (5)**

The nature and philosophy of astronomy, geology, chemistry and physics.

## PHYSICS

**105 Physics for Health Occupations: (5)**

Basic concepts of physics; measurement, force, motion, energy, matter, gases, sound, heat, light, electricity, magnetism and electronics. This course is to serve as background for courses in para-medical science.

Prerequisite: Math 101 or equivalent.

**108, 109 Radiation Physics I & II: (5, 5)**

Development of the physical principles of radiology: X-ray circuits, X-ray tubes, transformers, X-ray generator, nature and spectra of X-rays, introduction of radiation and matter, factors affecting image quality, design and application of X-ray equipment, radioactivity and nuclear medicine, and radiation protection.

**114, 115, 116 General Physics: (5, 5, 5)**

(For general education students.)

Development of basic mechanics, sound, light, electricity and magnetism, electronics, and modern physics.

Prerequisites: Math 101 or equivalent for 114 (Math 101 may be taken concurrently; trigonometry of right triangles is also recommended); 114 for 115; 115 for 116.

**121, 122, 123 Engineering Physics: (5, 5, 5)**

(For students planning to transfer in engineering or majoring in science.)

121—Study of mechanics: motions and causes of motions, emphasis on theories and applications for problem solving; 122—emphasis on waves, sound, light, and thermodynamics; 123—emphasis on electricity and magnetism.

Prerequisites: Math 124 or Math 124 concurrently for 121; 121 for 122; 122 for 123.

## POLITICAL SCIENCE

**G-100A Introduction to Political Science: (5)**

Study of the principles, structure, and functions of political institutions; their behavior and processes.

**G-100B Introduction to American Government: (5)**

Study of the three branches of the government and their operations with particular emphasis on contemporary problems and their relationship to the government.

**201 Introduction to Government and Politics: (5)**

Study of ideas behind democratic and non-democratic forms; systematic and comparative study of political structure, institutions, behavior, and processes.

**202 American National Government and Politics: (5)**

Survey of the Constitution, three branches of government, and the processes through which public policy is formulated, enacted into law, and executed.

**203 International Politics: (5)**

Role of the nation state and the system and forces that influence the behavior of the state.

## PSYCHOLOGY

**G-100A Psychology: (5)**

Basic problems in individual relationships with particular emphasis on psychology as it applies to everyday situations in today's world.

**100 General Psychology: (5)**

Introduction to psychology as an academic discipline: the nervous system, heredity and maturation, sensory processes, perception and attention, motivation, emotion, intelligence, learning and remembering, thinking and personality.

**201 Introduction to Experimental Psychology: (5)**

Introduction to the use of scientific method in psychology with emphasis on methods of studying learning, perception, and motivation; individual and group projects involving humans and other animals.

Prerequisite: Psychology 100.

**205 Introduction to Personality: (5)**

Introduction to personality developments, habits, functions, and motives.

Prerequisite: Psychology 100.

**206 Human Growth and Development: (5)**

An investigation of the physical, mental, emotional, and social development of children.

Prerequisite: Psychology 100.

**299 Individual Study in Psychology: (Variable Credit)**

Independent observation, analysis, and reporting of a selected problem in psychology.

Prerequisite: Psychology 100 and permission of instructor.

## RADIOLOGIC TECHNOLOGY

**101 Introduction to Radiologic Technology: (3)**

An introduction to the health team and the profession of radiologic technology. This course will include: medical ethics and medical-legal considerations, radiation protection of patients and personnel, film processing and chemistry; to enable the student to enter into clinical practicum.

**120 Radiographic Clinic I: (3)**

To learn and demonstrate the basic positioning techniques for radiography of the upper and lower extremities to include pelvis and shoulder girdle. (16 hours per week at hospital)

Prerequisites: R.T. 101, 140, and permission of the instructor.

**121 Radiographic Clinic II: (3)**

Student will learn and demonstrate basic positioning techniques in radiography of the complete spine, skull, facial bones and paranasal sinuses. (16 hours per week at hospital)

Prerequisites: R.T. 120, 141, and permission of the instructor.

**122 Radiographic Clinic III: (5)**

Clinical practicum: 35 hours per week at hospital.

Prerequisites: R.T. 121 and permission of the instructor.

- 123 Radiographic Clinic IV: (5)**  
To learn and demonstrate basic positioning techniques for radiography of the respiratory system, digestive system, biliary system and urinary system. (24 hours per week at hospital)  
Prerequisites: R.T. 122, 142, and permission of the instructor.
- 140 Positioning and Techniques I: (3)**  
The student will learn and demonstrate basic positioning techniques in radiography of the upper and lower extremities, pelvis, hips, shoulder girdle, and thoracic cage.
- 141 Positioning and Techniques II: (3)**  
The student will learn and demonstrate basic positioning techniques in radiography of the spinal column, skull, facial bones, paranasal sinuses.  
Prerequisites: R.T. 120, 140; Biology 150.
- 142 Positioning and Techniques III: (3)**  
The student will learn and demonstrate positioning techniques in radiography of the respiratory system, G. I. and biliary system, and the urinary system.  
Prerequisites: R.T. 121, 141; Biology 151.
- 211 Special Radiographic Procedures: (3)**  
Contrast media and common examinations utilizing contrast agents. Introduction cardio-vascular and neurosurgical procedures.  
Prerequisites: R.T. 123, 225, and permission of the instructor.
- 212 Radiation Therapy and Nuclear Medicine: (3)**  
An introductory course to the specialized fields of nuclear medicine and radiation therapy which includes physical principles, modalities of radiation therapy, and application of radioisotopes in therapeutic and diagnostic studies. (Clinical training is given in addition to the above.)  
Prerequisites: R.T. 225, 243; Radiation Physics I and II; and permission of the instructor.
- 213 Departmental Management: (2)**  
A course to aid the advanced student in exploring career opportunities. Course also covers job descriptions in radiologic technology, personnel management, purchasing practices and teaching techniques.  
Prerequisites: R.T. 101, 225, 243, and permission of the instructor.
- 225 Radiographic Clinic V: (5)**  
Advanced positioning of the upper and lower extremities, thoracic cage, shoulder girdle, spinal column.  
Prerequisites: R.T. 123, 140, and permission of the instructor.
- 226 Radiographic Clinic VI: (5)**  
Advanced positioning of the skull, mastoids, middle ear, special views. Surgical and pediatric procedures. (24 hours per week at hospital)  
Prerequisites: R.T. 225, 141, and permission of the instructor.
- 227 Radiographic Clinic VII: (5)**  
Clinical practicum: 40 hours per week at hospital.  
Prerequisites: R.T. 226 and permission of the instructor.
- 228 Radiographic Clinic VIII: (5)**  
Special procedures: arteriograms, pneumoencephalograms, selective arteriograms. (33 hours per week at hospital)  
Prerequisites: R.T. 211, 227, and permission of the instructor.
- 243 Positioning and Techniques IV: (2)**  
The student will demonstrate advanced positioning of the upper and lower extremities, thoracic cage, shoulder girdle, hips and pelvis, spinal column.  
Prerequisite: R.T. 140.
- 244 Positioning & Techniques V: (2)**  
The student will demonstrate advanced positioning of the skull, inner ear, mastoids.
- 245 Positioning & Techniques VI: (2)**  
The student will learn use of radiographic apparatus used for special procedures such as arteriograms, pneumoencephalograms, selective arteriograms. Types of machines, film used, processing methods, etc.

## READING

- 110 Developmental Reading: (2)**  
Course is diagnostic in nature to allow the student insight regarding his strengths and weaknesses in the reading act. Instruction is individualized with a minimum of lecture programs. Mechanical devices are used to encourage better comprehension.
- 111 Accelerated Reading: (2)**  
A continuation of Reading 110 with added emphasis on speed, skimming and scanning; designed to increase total reading effectiveness by developing secondary skills which are a part of efficient reading at higher levels.  
Prerequisite: Reading 110 or reading score above 50th percentile.

## REAL ESTATE

- 150 Principles of Real Estate: (5)**  
Factors affecting real estate, urban land economics, city planning, regulations of land use; principles of

value and real estate evaluation; ownership; nature and classification of land management of property, law and market analysis.

**160 Real Estate Law: (5)**

The principles of law governing the interests in real estate including acquisition, encumbrance, transfer, rights and obligations of parties, and Washington State regulations thereof.

Prerequisite: Real Estate 150 or permission of instructor.

**165 Real Estate Finance: (5)**

The procedures and problems associated with servicing real estate loans; a study of institutions engaged in financing real property transactions; analysis of practices and risks involved in financing and investing.

Prerequisite: Real Estate 150 or permission of instructor.

**170 Real Estate Appraisal I: (5)**

The principles and techniques used in determining the value of real property. The application of cost, income, and market data approaches to value.

Prerequisite: Real Estate 150 or permission of instructor.

**175 Real Estate Appraisal II: (5)**

Further study of real estate appraising emphasizing study of building material and equipment, cost estimates, depreciation, the cost approach, gross income estimates, expense analysis, capitalizations, market data approach, commercial investment property, correlation and final value estimate and the appraisal report.

**180 Real Estate Office Administration: (5)**

Practical administration of real estate brokerage, including all managerial functions with special emphasis on brokerage, budgets, sales management, sales training, and market analysis.

Prerequisite: Real Estate 150 or permission of the instructor.

**185 Real Estate Property Management: (5)**

Important functions in building management, property analysis, equipment, rental policies, vacancy and rental surveys, lease provisions, inspection, building codes, tenant relations, operating policies, and financial result analysis.

Prerequisite: Real Estate 150 or permission of instructor.

**195 Real Estate Sales Practices: (3)**

Essentials and procedures in the skills of selling, ethics, and legal responsibilities as they specifically pertain to real estate salesmen.

**210 Real Estate Broker's Pre-License Course: (3)**

A course designed to prepare the student to pass the Washington Real Estate Broker's written examination.

# RESPIRATORY THERAPY TECHNOLOGY

**110, 111 Respiratory Care Theory: (3, 3)**

Basic theory and principles of Respiratory Care Science.

Prerequisite: Health Technology 150, Health Technology 160, Respiratory Care Technology 140 or permission of instructor; 110 for 111.

**120, 121, 122 Respiratory Care Equipment: (2, 2, 2)**

Rationale, indications and procedures of the equipment used in Respiratory Care.

Prerequisite: Health Technology 160 or permission of instructor; 120 for 121.

**130 Pharmacology: (2)**

Basic principles of pharmacology: dosages, weights and measures and proper administration. Rationale, indications and contraindications of medications peculiar to diagnosis and treatment in Respiratory Care.

**131 Pulmonary Functions: (2)**

Basic concepts in pulmonary diagnostic techniques.

Prerequisite: Respiratory Care Technology 110; Respiratory Care Technology 120, or permission of instructor.

**133 Microbiology: (2)**

Basic principles of microbiology: a brief treatment of the classification, morphology, identification and physiology of microorganisms and an in-depth treatment of the problems of infections and immunization, and the cleaning and sterilization of equipment relating to respiratory care.

**140, 141, 142, 143 Clinical Training: (1, 3, 5, 5)**

Practical experience in the application of the knowledge and skills involved in Respiratory Care, including the maintenance and operation of equipment. Clinical training includes rotation through Respiratory Care Centers and involves the following number of hours: 140—3 hours per week; 141—9 hours per week; 142—15 hours per week; 143—15 hours per week.

Prerequisite: Permission of instructor; 140 for 141; 141 for 142; and 142 for 143.

**150, 151 Respiratory Care Seminar: (1, 2)**

Weekly discussions on specific topics of Respiratory Care.

Prerequisite: Respiratory Care Technology 111; Respiratory Care Technology 121; Respiratory Care Technology 131; and Respiratory Care Technology 142; or permission of instructor.

## SOCIAL SCIENCE

**G-100A Man as a Social Animal: (5)**

An introductory study of the Social Sciences as they apply to modern man and his complex social problems. The emphasis is on the assistance man can receive from the application of knowledge of anthropology, economics, history, political science, psychology and sociology.

**150 Community Planning: (3)**

An introductory course in concepts and practices of community planning. For appointed members of municipal planning commissions and for others interested in citizen involvement in the community planning process.

## SOCIAL SERVICES

**100 Introduction to Social Services: (5)**

A survey of major problems, existing agencies, and opportunities within the Tacoma-Pierce County area for social service work. Included are the concepts and philosophy of social service work, a review of agencies handling the major social services of the area, and a survey of problems encountered in the major areas of social service work. A prerequisite to working in social service agencies under credit arrangements.

**101 Introduction to Social Work: (5)**

A survey of the concepts and philosophy of social work with special emphasis on recent developments in the social work field. The various kinds of social work as helping aides will be examined and observed through community agencies. This course is a prerequisite to working in social services under credit arrangements.

**220 Internship in Social Services: (5)**

An intensive internship in a social service agency under direction of competent agency personnel. Discussion of the positive and negative aspects of this experience will take place in seminar setting, and readings relevant to agency experience will be assigned and discussed.

**221 Advanced Internship in Social Services: (5)**

Continuation of student involvement in a social service agency with generally increasing duties and responsibilities in the chosen agency. Discussions, assigned readings, and projects will be developed in the seminar to complement the experience of agency work.

## SOCIOLOGY

**G-100A Contemporary Sociological Problems: (5)**

Basic principles of social relationships as applied to the modern world.

**110 Survey of Sociology: (5)**

Basic principles of social relationships, man's behavior in relation to other men and the consequent formation of organizational patterns and social groups, and the influence of institutional patterns of culture on human interaction.

**141 Human Sexuality: (5)**

A study of the physiological, psychological, and sociological determinants of human sexual behavior and problems related to the sexual functioning of persons within society including sex role differentiation and identification.

**152 Marriage and the Family: (5)**

A study of marriage customs and their functions, premarital patterns, changing marriage mores, practical aspects of marriage, and early domestic adjustment.

**230 Population Studies: (5)**

A study of the determinants and consequences of population change, composition, and distribution as related to problems and processes of urban, regional, and world growth and development.  
Prerequisite: Sociology 110.

**240 Social Psychology: (5)**

Socialization of the individual, social determination of attitudes and beliefs, and adjustment techniques as important determinants of personality traits.  
Prerequisites: Sociology 110 and Psychology 100.

**262 Race Relations: (5)**

A course designed to give students a deeper awareness of the problems facing the American people in the area of race relations, primarily focusing on racial, ethnic, and social minorities.

**270 Social Problems: (5)**

An analysis of the characteristics and processes of social disorganization in relation to population and urban problems, family disorganization, work and

automation, social change, laws, courts and penal systems, and similar social problems.

Prerequisite: Sociology 110.

**271 Deviant Behavior: (5)**

An analysis of deviant behavior from the perspective of sociological description, theory, and research. Will focus on developing an understanding of deviant behavior in the form of mental illness, suicide, alcoholism, drug abuse, crime, delinquency, and sexual deviance.

Prerequisite: Sociology 100.

**299 Individual Study: (Variable Credit)**

Independent observation, analysis, and reporting of a selected problem in sociology.

Prerequisite: Permission of instructor.

## SPANISH

Placement of students with previous foreign language training at the secondary level will be made by the course instructor.

Elementary credit may be granted to students placed at the intermediate level. See "Advanced Placement" in the General Information section of the catalog, and consult with your course instructor.

**101, 102, 103 Elementary Spanish: (5, 5, 5)**

The foundations of acceptable pronunciation, correct grammar and syntax are covered in the sequence 101, 102, 103. The Language Laboratory is used for drilling in pronunciation and language usage. Conversation in Spanish is stressed from the beginning as students take part in presentations and discussions in small groups, within the classroom. Students without previous Spanish register for 101. Others will be properly placed by the instructor.

**201, 202, 203 Intermediate Spanish: (5, 5, 5)**

201: Grammar review, reading and intensive practice in conversation through games and student presentations for class discussion.

202: Grammar review, reading, composition imitating models from literary selections. Conversation on relevant subjects such as "La paz y la guerra," "La desobediencia civil," "El año 2000," etc.

203: Reading, composition, conversation to discuss current events as well as reading assignments.

Prerequisites: Spanish 103. Though it is desirable to take these courses in sequence, they may be taken in any order with permission of the instructor.

**210, 220, 230 Spanish Conversation: (3, 3, 3)**

Advanced conversation in Spanish on up-to-date topics. Students who received credit for Spanish (201, 202, 203) will not receive credit for Conversa-

tional Spanish (210, 220, 230) or Reading and Writing Spanish (211, 221, 231) sequences.

Prerequisite: 2 years of high school Spanish or its equivalent and permission of the instructor.

**211, 221, 231 Reading and Writing Spanish: (2, 2, 2)**

A course designed to give students: (a) the essentials of effective writing in Spanish, (b) and interest and appreciation of Spanish and Latin-American literature. Students who received credit for Spanish (201, 202, 203) will not receive credit for Conversational Spanish (210, 220, 230) or Reading and Writing Spanish (211, 221, 231) sequences.

Prerequisite: 2 years of high school Spanish or its equivalent and permission of the instructor.

**299 Spanish Seminars: (Variable Credit)**

Individual programs; admission by permission of the instructor.

**299A Contemporary Latin American Writers: (3)**

A survey of the most significant writings of Argentina's Jorge Luis Borges and Chile's Nobel Prize winners, Gabriela Mistral and Pablo Neruda.

**299B Writers of the Generation of 1898: (3)**

Selected readings from Miguel de Unamuno, Pio Baroja and Ramon del Valle-Inclan; three of Spain's foremost writers, attempting to create a new national consciousness after their country's defeat in the Spanish-American War.

**299C Golden Age of Drama: (3)**

The Golden Age of the Arts in Spain (16th and 17th centuries) through the dramatic works of Lope de Vega, Pedro Calderon de la Barca and Juan Ruiz de Alarcon.

**299D Latin American Literature, Colonial Period: (2)**

The Conquest of Mexico through the eye witness accounts of Bernal Diaz del Castillo and Hernan Cortez.

## SPEECH

**41 General American Speech: (5)**

Designed for students for whom English is a secondary language and who wish to improve their oral English usage in accordance with the norms of general American speech. The student will learn to articulate sounds and pronounce words common to general American speech and develop skill in understanding and effectively using oral idiomatic expressions. Heavy emphasis will be placed on practice and individual evaluation.

**G-100A Speech Communication: (5)**

Designed for the student with limited experience in speech communication skills. The course will increase the student's understanding of the communication process and develop his ability to speak with others in conversation and before an audience.

**100 Interpersonal Speech Communication: (5)**

An introductory transfer level course designed to increase a student's understanding of the interpersonal process in one-to-one, small group, and speaker-to-audience communication. Students will increase their skill in developing effective communicative relationships, expressing themselves, and listening to others. A wide range of speech communication activities are included.

**101 Public Speech Communication: (5)**

An introductory transfer level course designed to increase a student's ability to prepare and deliver oral presentations to an audience. Skills are developed in subject analysis, audience analysis and adaptation, organization, formulation of sound arguments, and various practical methods of oral presentation.

**NOTE:** Both Speech 100 and Speech 101 are intended to transfer as meeting any general requirement for a basic course in Speech.

**131, 132, 133 Forensics: (1, 1, 1)**

Designed for but not limited to the competitive speaker. The course is a workshop approach to increase the student's skill in speaking. He will learn how to debate and will be given opportunity to participate in actual inter-college speech tournaments in which he may enter individual speaking events such as persuasive speaking, extemporaneous, impromptu, expository and interpretative speaking. Prerequisite: Permission of the instructor.

**140 Oral Interpretation: (5)**

Oral interpretation involves three basic elements: (1) an author's work; (2) the reader; and (3) the audience. It is through the skills and technique and involvement of the reader that the literary images of the author can be communicated to an audience. Emphasis is placed on vocal technique and communicative skills.

**200 Organizational Speech Communication: (5)**

This course deals with the speech communication problems unique to business, professional and governmental organizations. It will increase a student's understanding of organizational structures, channels of communication, and the importance of communication in employee motivation and effective supervision. It will develop practical skills in relating to others on the job, listening, small group problem solving and interviewing.

**230 Essentials of Argument: (5)**

The student's ability to think critically and reason logically is emphasized through study and analysis of different arguments found in today's social concerns and public issues. The student will become an active participant in evaluating evidence for logical conclusions and in identifying and responding to fallacies. Through the theory and practice of debating techniques, the student will develop abilities to convince others by selection of arguments aptly supported with evidence. Especially useful for students planning careers in law or law enforcement.

**231, 232, 233 Forensics: (1, 1, 1)**

An extension of Forensics 131, 132, 133. Prerequisite: Permission of the instructor.

**235 Parliamentary Procedure: (2)**

This course provides training in how to effectively conduct meetings. It includes a study of parliamentary procedure based on contemporary authorities and common sense.

## STUDY SKILLS

**41 Study Skills: (1)**

Designed to aid the student in developing study skill techniques; after individual diagnosis, each student is assigned a specific course of study to strengthen identified weaknesses. It is possible to enroll any time during the quarter.

**42 Study Systems Workshop: (1)**

Techniques for learning from a textbook. Emphasis will be on underlining methods and SQ3R.

**43 Lecture Notetaking Workshop: (1)**

How to take clear and concise notes and revise them for use in preparing for examinations.

**44 Taking Examinations Workshop: (1)**

Instruction in the skills required for the preparation and taking of objective and essay tests.

**45 Vocabulary Development: (1)**

Expansion of vocabulary with emphasis on work analysis and getting meaning from context. Mechanical devices will be used to develop word perception. It is possible to enroll any time during the quarter.

**46 Spelling Review: (1)**

Individual work in a lab situation. After individual diagnosis of spelling weaknesses, each student is assigned a specific program of review. It is possible to enroll any time during the quarter.



**47 Library Orientation: (1)**

Instruction in how to locate and use information in the Library with lab assignments to be completed by individual students.

**G-100A College Skills: (5)**

A practical application of study skills and developmental reading techniques to assist the student in improving the quality of his studies; emphasis on reading improvement, study skills, and group guidance.

## TYPING

See Business 103, 104, 105.

## WOMEN'S STUDIES

**100 What About Woman?: (3)**

Course is designed for the woman who wants to change her self-image by learning to assert herself in a positive manner. Techniques in self-appraisal, goal evaluation and communication skills will be taught.

**101 Self Exploration in a Changing Society: (3)**

Course uses both individual and group activities to provide opportunities for the participants to: (1) identify and share experiences which have had an

impact on life plans, pointing out known skills, strengths and talents, (2) allow members of the group to identify observable strengths, skills and talents, (3) combine insights of (1) and (2) in determining potential for new directions, (4) become involved in making decisions for self-fulfillment. May be repeated for a total of 6 credits.

**102 Self Exploration: From Here to Where?: (3)**

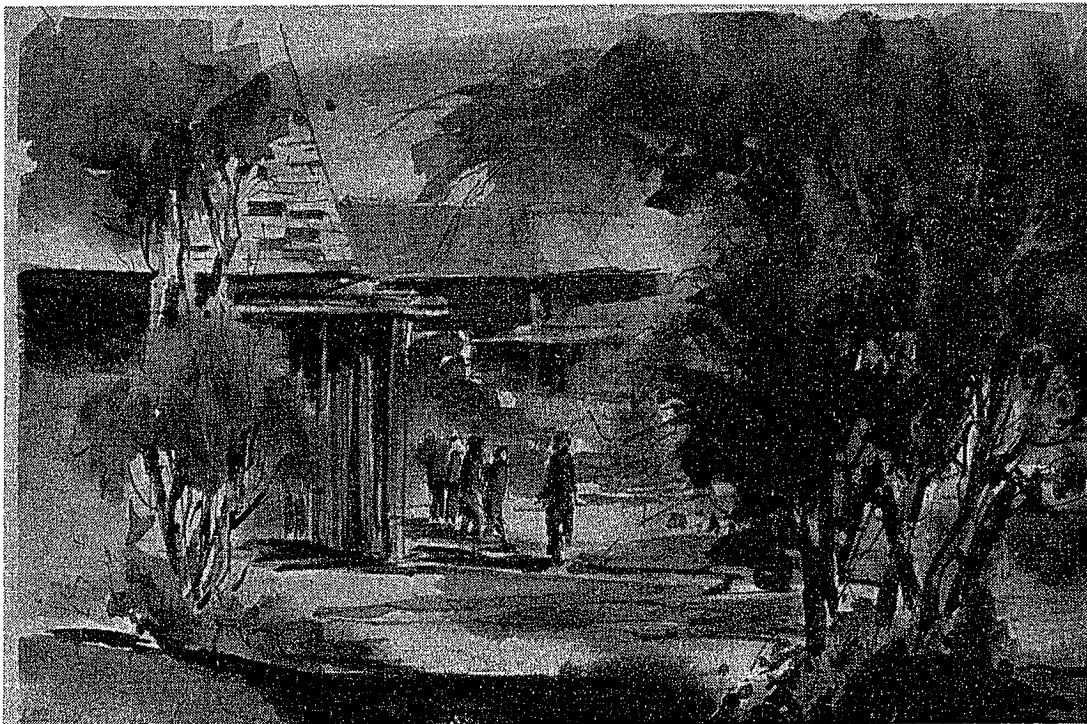
Course assists the individual in developing interpersonal communications and assessing aptitudes, skills and interests in determining personal goals. It covers attitudes toward change in our society, menopause, obligations to children, parents and self. Participants explore community resources that lead to setting goals for personal growth.

**110 The Woman Alone: (3)**

Course designed for the woman, whether married, divorced, single, widowed, with or without a family. This is a participation class developed to help the individual identify, evaluate and understand the experience of "being alone." Verbal and non-verbal communication, loneliness, depression, family communications, male and female relationships, are areas explored relative to the participants' daily living.

**150 New Horizons and New Careers: (3)**

For those returning to the labor force, seeking employment for the first time, or interested in new job options or directions. Course is designed to help assess skills and aptitudes to determine realistic personal goals. Covers evaluation of interests, skills, resume writing, interviewing, Job applications, and using employment agencies.



—“Campus Days”  
Deanne Lemley  
Water Color

# FACULTY

The Following List of Faculty Members Represents  
Appointments as of January 1, 1975.

## A

**ADAMS, ROBERT C.**                      **Sociology-Anthropology**  
Centralia Community College, Western Washington  
State College, B.A., M.A.

**AIKEN, RICHARD S.**                      **Librarian**  
University of Maryland, University of Nebraska  
(Omaha), B.Ed.; University of Washington, M.L.S.;  
University of Washington, University of Puget  
Sound.

**AMOROSO, DOREEN**    **Dir. Instructional Resource Center**  
Whitman College, Washington State University,  
University of Washington, University of Puget  
Sound, B.A., B.Ed.; University of Washington, M.L.S.;  
Central Washington State College, Northwestern  
University, University of Southern California.

**ANDERSON, CAROLYN E., R.R.A.**    **Med. Rec. Technology**  
Augustana College, B.A.; Northwestern University,  
Providence Hospital—Seattle University, University  
of Washington.

**ANDERSON, WILLIAM G.**                      **Psychology**  
University of Idaho, B.S., M.Ed.

**ARPKE, ROBERT S.**                      **English**  
University of Washington, B.A.; Harvard University,  
John Hay Fellowship.

## B

**BECKER, KAREN**                      **Career Development**  
Wagner College, B.A.; New York University, M.A.

**BERNTSON, LLOYD S.**                      **English**  
Department Chairman, English-Philosophy  
North Dakota State Teacher's College, B.S.Ed.; Uni-  
versity of North Dakota, Washington State Uni-  
versity, M.A.

**BETZ, JOSEPH A.**                      **Mathematics**  
Department Chairman, Math-Engineering  
Seattle University, B.Ed.; Washington State Uni-  
versity, M.A.T.; University of Washington, University of  
Oregon.

**BRIGHTWELL, KEITH**                      **Criminal Justice Program**  
Los Angeles Police Academy — qualified as an ex-  
pert in the field of accident investigation and nar-  
cotics; 20 years experience with the Los Angeles Po-  
lice Department.

**BROWN, CARL R.**

**Director of Personnel/  
Minority Affairs,  
Affirmative Action**

Huston-Tillotson College, Paul Quinn College, B.S.;  
Texas-Southern University, Prairie View A & M Col-  
lege, M.A.; University of Washington, Atlanta Uni-  
versity.

**BUTSCHUN, SUZANNE M.**

**Mathematics**

Reed College, University of Puget Sound, B.S.; Or-  
egon State University, M.S.

## C

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# INDEX

## A

Accountant Program . . . . .	21
Accounting Courses . . . . .	28
Accreditation . . . . .	5
Administration . . . . .	2
Admission . . . . .	6
Advanced Placement . . . . .	7
Advising . . . . .	14, 17
Aerospace Studies . . . . .	28
American Institute of Banking Program . . . . .	26
American Institute of Savings and Loan Program . . . . .	26
Anthropology Courses . . . . .	29
Application Procedures . . . . .	6
Art Courses . . . . .	29-30
Associate Degree Nursing Courses . . . . .	31
Associate Degree Nursing Program . . . . .	21-22
Associate Degrees . . . . .	10-11
Athletics . . . . .	16
Audiovisual Services . . . . .	17
Auditing a Course . . . . .	6
Awards . . . . .	18

## B

Banking and Finances Courses . . . . .	32
Banking and Finance Program . . . . .	22
Biology Courses . . . . .	32
Board of Trustees . . . . .	2
Bookstore . . . . .	14
Buildings . . . . .	18
Business Courses . . . . .	33-34

## C

Calendar . . . . .	4
Campus Map . . . . .	64
Career Development Courses . . . . .	34
Career Development Program . . . . .	17, 26
Career Information Center . . . . .	17
Challenging a Course . . . . .	7
Chemistry Courses . . . . .	34-35
Class Schedule . . . . .	6
College-Level Examination Program . . . . .	7
Commencement . . . . .	11
Community Assistance . . . . .	19
Community Services Program . . . . .	20
Concurrent Registration . . . . .	6
Confidential Records . . . . .	9
Continuing Education Nursing Courses . . . . .	31
Counseling . . . . .	14
Criminal Justice Courses . . . . .	35
Criminal Justice Program . . . . .	22-23
Course Offerings . . . . .	27-56
Credits and Credit Load . . . . .	7

## D

Degrees . . . . .	10
Distribution Classifications . . . . .	11-12
Drama Courses . . . . .	36

## E

Economics Courses . . . . .	36
Education Courses . . . . .	36
Emergency Medical Care Courses . . . . .	36
Emergency Medical Care Programs . . . . .	23
Employment Service . . . . .	15
Engineering Courses . . . . .	37
English: Composition Courses . . . . .	37
English: Creative Writing Courses . . . . .	37-38
English: Literature Courses . . . . .	38
Ethnic Studies Laboratory . . . . .	17

## F

Faculty . . . . .	57-61
Fees . . . . .	8-9
Financial Aid . . . . .	14-16
Food Services . . . . .	16
Forestry Courses . . . . .	39
French Courses . . . . .	39
Friends of the TCC Library, Inc. . . . .	19
Full-Time Student . . . . .	7

## G

General Information . . . . .	6-19
General Education Program . . . . .	20
Geography Courses . . . . .	39
Geology Courses . . . . .	39-40
German Courses . . . . .	40
Goals of the College . . . . .	3
Grading and Grade Points . . . . .	9

## H

Health Services . . . . .	16
Health Technology Courses . . . . .	40-41
High School Completion . . . . .	20
History Courses . . . . .	41-42
History of TCC . . . . .	5
Home and Family Life Courses . . . . .	42
Honors . . . . .	18
Human Relations Courses . . . . .	42
Human Service Worker Courses . . . . .	42-43
Human Service Worker Program . . . . .	23
Humanities Courses . . . . .	43

**I**

Incomplete Work . . . . .	9
Instructional Programs . . . . .	19-27

**J**

Journalism Courses . . . . .	43-44
------------------------------	-------

**L**

Law Enforcement Program (In-Service) . . . . .	27
Learning Assistance Center . . . . .	16-17
Learning Assistance Counseling . . . . .	16
Library . . . . .	17
Library Science Course . . . . .	44
Listening/ Language Laboratory . . . . .	17

**M**

Mathematics Courses . . . . .	44-46
Mathematics Laboratory . . . . .	17
Medical Record Technician Courses . . . . .	46
Medical Record Technician Program . . . . .	23-24
Medical Secretary Program . . . . .	24
Music Courses . . . . .	47-48
Musical Groups . . . . .	16

**O**

Occupational Programs . . . . .	21-27
Oceanography . . . . .	48

**P**

Parking . . . . .	13-14
Philosophy Courses . . . . .	48
Physical Education Courses . . . . .	48-49
Physical Education Professional Courses . . . . .	49
Physical Facilities . . . . .	18
Physical Science Courses . . . . .	49
Physics Courses . . . . .	49-50
Political Science Courses . . . . .	50
Probation, Disciplinary . . . . .	12-13
Probation, Scholastic . . . . .	12
Program Changes . . . . .	12-13
Psychology Courses . . . . .	50
Publications . . . . .	18-19

**R**

Radiologic Technologist Courses . . . . .	50-51
Radiologic Technologist Program . . . . .	24-25

**Reading and Communications Skills**

Laboratories . . . . .	17
Reading Courses . . . . .	51
Re-admission . . . . .	6
Real Estate Courses . . . . .	51-52
Real Estate Program . . . . .	25
Receptionist/Clerk Program . . . . .	25
Refunds . . . . .	9
Registration . . . . .	6
Repeating a Course . . . . .	6
Respiratory Therapy Technician Courses . . . . .	52-53
Respiratory Therapy Technician Program . . . . .	26

**S**

Scholarship and Service Awards . . . . .	18
Scholarships . . . . .	15
Scholastic Probation . . . . .	12
Service Representative Program . . . . .	26
Servicemen's Opportunity College . . . . .	8
Social Science Courses . . . . .	53
Social Services Courses . . . . .	53
Sociology Courses . . . . .	53-54
Spanish Courses . . . . .	54
Speech Courses . . . . .	54-55
Student Rights and Responsibilities . . . . .	13
Student Services . . . . .	14-16
Students' Programs . . . . .	16
Study Skills Courses . . . . .	55-56

**T**

TCC Arboretum . . . . .	19
TCC Foundation . . . . .	19
Transcripts . . . . .	9
Tuition . . . . .	8
Tutorial Services . . . . .	17
Typing . . . . .	33

**U**

University-Parallel Courses . . . . .	20
Unsatisfactory Progress Reports . . . . .	12

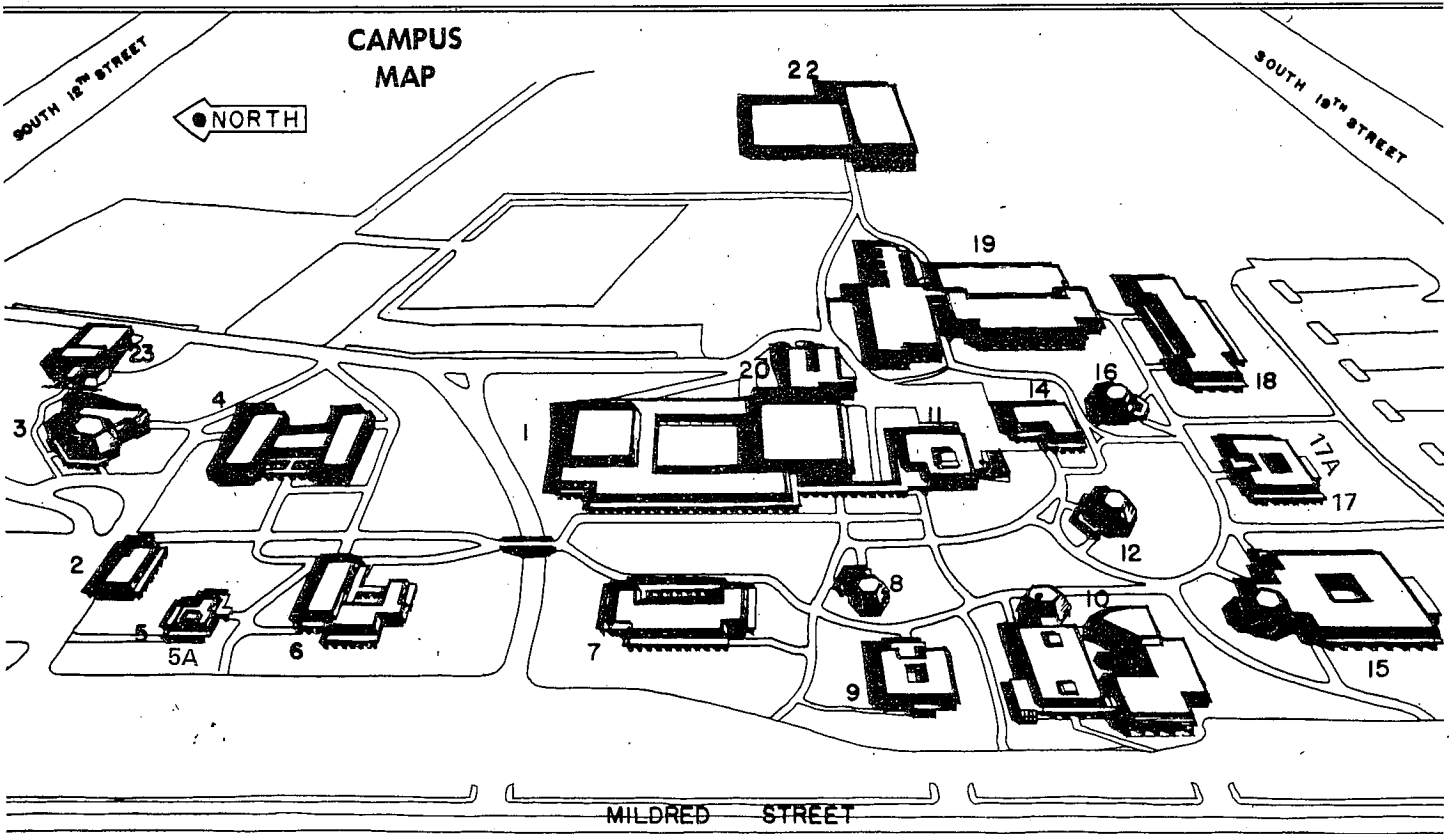
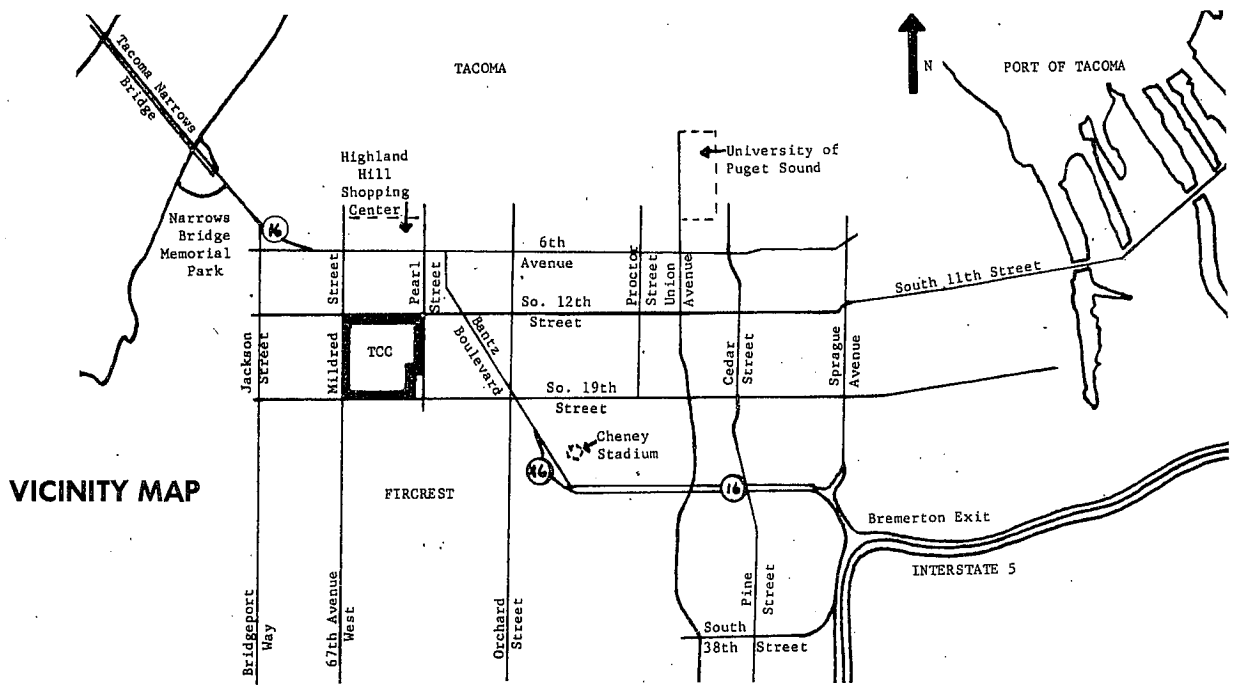
**V**

Veterans . . . . .	7-8
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**W**

Withdrawal from a Course . . . . .	12
Withdrawal from College . . . . .	13
Women's Studies Courses . . . . .	56
Women's Studies and Services Center . . . . .	16





**CAMPUS DIRECTORY**

- |   |   |                                    |
|---|---|------------------------------------|
| 1. Pearl A. Wanamaker Instructional Resource Center | 7. Classroom Building                         | 16. Lecture Hall                   |
| 2. Business Office                                  | 8. Lecture Hall                               | 17. Faculty Office Building        |
| 3. Little Theater                                   | 9. Faculty Office Building                    | 17A. Student Clubs & Organizations |
| 4. Giaudrone Fine Arts Building                     | 10. Science Building                          | 18. Classroom Building             |
| 5. Financial Aid, Health Center                     | 11. Cafeteria                                 | 19. Classroom Building             |
| 5A. Student Information and Counseling Center       | 12. Lecture Hall                              | 20. Faculty Office Building        |
| 6. Records & Admissions and Bookstore               | 14. Administration Building                   | 21. Maintenance Building           |
|   | 15. Classroom Building and Student Government | 22. Physical Education Building    |